

Manhattan Beach Community Church
MAINTENANCE REQUEST

NAME: _____ **TITLE:** _____
REQUESTING DEPARTMENT: _____ **DATE:** _____
PHONE # : _____ **EMAIL:** _____

Date(s) Requested	Time Commitment	Building	Room/Area	Estimated Cost

LOCATION (CIRCLE ONE): CHURCH CE BUILDING MANSE OTHER

PRIORITY: URGENT IMMEDIATE ROUTINE

NATURE OF WORK (SELECT ALL THAT APPLY) :

- | | | |
|---------------|---------------------|--------------------------|
| AC/HEAT | GENERAL MAINTENANCE | PHONE SYSTEM/VOICEMAIL |
| AUDIO/VIDEO | GENERAL REPAIR | PLAYS/MUSICAL |
| COMPUTER TECH | LOCKSMITH | REPORT AND ISSUE/PROBLEM |
| CONSTRUCTION | MOVE/RELOCATE | SETUP/BREAK DOWN |
| ELECTRICAL | PAINTING | OTHER: _____ |
| PLUMBING | NATURAL GAS | _____ |

WORK REQUIRED: _____

MATERIALS NEEDED: _____

Date Received: _____ **Anticipated Completion Date:** _____

Approved: Yes / No and Reason: _____

Authorized By: _____ **Date:** _____