

# MAINTENANCE REQUISITION FORM

Maintenance Requisition form must be **received** the week of incident. Contact the church office with any questions at 260-432-0014.



Today's Date: \_\_\_\_\_

Description of job (Repair/Maintenance): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Requestor Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Department/Group Name: \_\_\_\_\_

Room(s)/Area Requested: \_\_\_\_\_

*\*List all specific areas on ALC campus that need maintenance/repairs. Include details such as: interior, exterior, room #'s, etc.*

## NOTES

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Requestor Signature: \_\_\_\_\_

*Requestor signature required for processing*

## APPROVAL *(For office use only.)*

\_\_\_\_\_  
*Executive Administrator*

\_\_\_\_\_  
*Date*

Received Date: \_\_\_\_\_  
*(For office use only)*

Completion Date: \_\_\_\_\_  
*(For office use only)*