



REPAIR AND MAINTENANCE

Date _____

Location _____

Briefly describe problem: _____

- New Problem
 Reoccurring Problem

Submitted by _____

Date _____

Turn completed form in to church office.

Repair Completed

Action taken: _____

Parts or materials purchased for repair: _____

Time spent on repair: _____

Money spent on repair(attach receipts, if any): \$ _____

Repaired by: _____ Date Completed: _____

Office use only:

Date paid: _____ ***To:*** _____ ***Amt: \$*** _____ ***Ck. #*** _____