

ST. FRANCIS *of* ASSISI

MAINTENANCE REQUEST

Maintenance requests will be submitted to the parish office - requests are not to be made directly to the custodian. Routine requests (e.g., room set-up, supplies, cleaning) must be submitted at least 24 hours in advance to the Maintenance Technician. Requests for room set-up must be accompanied by a sketch of the set-up.

Every effort will be made to meet requests in a timely manner. Requests will be approved, assigned and accomplished with consideration of others requests, workload and priorities.

Submitter's Name: _____ Date of request: _____

Submitter's Phone: _____

Description of event (including location, date/time)

For Office Use only: