**BUILDING MAINTENANCE REQUEST FORM**

Date of request: Click or tap here to enter text.

Contact person: Click or tap here to enter text.

Phone #: Click or tap here to enter text.

Email: Click or tap here to enter text.

Problem: Click or tap here to enter text.

Signature of requestor: Click or tap here to enter text.

**When form is complete, email to Facilities@mygracechurch.org**

**Information Below For Use by Facilities Group Only**

Received by: Click or tap here to enter text.

Assigned/Referred to (if necessary): Click or tap here to enter text.

Job start date: Click or tap here to enter text.

Anticipated completion date: Click or tap here to enter text.

Number of volunteer hours to complete job: Click or tap here to enter text.

**Completion sign-off:**

Requestor signature: Click or tap here to enter text.

Facilities Chair/Manager: Click or tap here to enter text.

**Note:** Please make 2 copies – 1 copy to requestor, 1 copy to Facilities Chair/Manager