



### MAINTENANCE WORK ORDER

*Requests must be routed through the church office with a copy to the Property Dept. and a copy to the Interim Rector.*

**PRIORITY:**    \_\_\_ Safety            \_\_\_ High            \_\_\_ Normal            \_\_\_ Project            \_\_\_ Other

Originator(Name/Title): \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_    Time: \_\_\_\_\_ .m.    Email: \_\_\_\_\_    Phone: \_\_\_\_\_

**Problem/Need Description:** \_\_\_\_\_

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

*Execution Phase - to be completed by Maintenance Dept.*

Technician Name: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_    Time: \_\_\_\_\_ .m.

Technician Name: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_    Time: \_\_\_\_\_ .m.

**Assessment:** \_\_\_\_\_

\_\_\_\_\_

Cause: \_\_\_\_\_

Remedy: \_\_\_\_\_

\_\_\_\_\_

Expense: \$ \_\_\_\_\_ Amount Charge to \_\_\_ Routine Maint. \_\_\_\_\_ Dept. Account No. \_\_\_\_\_ Initials

Outside Vendors Engaged: \_\_\_\_\_

\_\_\_\_\_

NOTES: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Maintenance requests should be delivered to the Property Dept. ([property@stjamesbr.org](mailto:property@stjamesbr.org)) and a copy to the Interim Rector ([jreynolds@stjamesbr.org](mailto:jreynolds@stjamesbr.org)).