

Work Order/Request for Maintenance/Repairs at:

Date: _____

Franklin Circle Christian Church

1688 Fulton Road

Cleveland, OH 44113

THIS WORK ORDER MUST BE COMPLETED BEFORE REQUEST CAN BE DONE. TURN THIS ORDER IN AT CHURCH OFFICE. IF OFFICE IS CLOSED, SLIDE REQUEST UNDER OFFICE DOOR. **IF THIS IS AN EMERGENCY**, BE SURE TO TELL PASTOR ALLEN, CODY CORRIGAN, OR ANOTHER CHURCH LEADER.

____ URGENT

____ As soon as possible

____ At your convenience

Requested by: Name (Please print): _____

Phone Number: _____

Request: What - _____

Where - _____

Why - _____

For office use only:

Assigned to _____

Completion date _____

Follow-up action needed _____
