

St. John the Evangelist R. C. Church

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Maintenance / Custodial Work Request

Date of Request: _____ Requesting Party: _____

Work Location: _____

Please provide a brief request of what work order/request is needed:

Requested Priority:

High

Medium

Low

For Office Use Only:

Date Reviewed: ___/___/___ Priority Assigned: _____

Authorized By: _____

Comment: _____

Date Work Completed: ___/___/___

Number of Days to Complete: _____

Work Assigned To: _____