

Return this form to
the parish office.

SETUP/REPAIR REQUEST

DATE: _____ LOCATION OF SETUP / REPAIR: _____

SETUP / REPAIR NEEDED:

Please return form to Maintenance Box located in Main Office

CONTACT INFO FOR PERSON REQUESTING SETUP / REPAIR:

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**TO BE FILLED OUT BY MAINTENANCE ONLY
REPAIRMAN:** _____

COMPLETE:() INCOMPLETE:() PARTS ORDERED:() ETA:()

NAME OF SERVICE CONTRACTOR CONTACTED: _____

DATE CALLED: _____ POC & PHONE #: _____

EXPLANATION OF WORK DONE AND/OR REASON FOR INCOMPLETE:

DATE COMPLETED ____ / ____ / ____