

Maintenance Request Form Instructions

There will be **copies of the maintenance request form** available in the parish or school office.

Forms in Clare Hall are located in a colored folder in the parish office. When you have completed the maintenance request form, please put it on the parish secretary's desk. The parish secretary will give it to the pastor for approval. Once approved the parish secretary will put a signed copy in the maintenance department's mailbox in the parish office. When the maintenance department has completed the work, they will sign, date, and return it to the parish office.

Forms in School are located in a colored folder in the school secretary's mailbox. When you have completed the maintenance request form, please put it on the school secretary's desk. The school secretary will give it to the principal for approval. Once approved the school secretary will put a signed copy in the maintenance department's mailbox in the parish office. When the maintenance department has completed the work, they will sign, date, and return it to the parish office.

Maintenance Department will check their mailbox twice daily in the parish office. They will keep the colored folders in their mailbox for future requests.

Maintenance Request Form

All requests for maintenance in Church, Church Hall, Clare Hall, Cemeteries, Rectory and Parking Lots must be submitted to parish office for pastor's approval.

All requests for maintenance in School, Gym and Playground(s) must be submitted to school office for principal's approval.

Date Submitted _____

Anticipated Completion Date and Time _____

Requested by _____
(Print Name)

Approved Signature by _____
(Pastor's or Principal's Signature)

Location Requested (circle one) Room Number _____ (if there is one)

Church Church Lower Level Clare Hall Old Cemetery New Cemetery Rectory
School Gym Playground Parking Lot (Across from Church, Large, Small, or Clare Hall)
(circle as pertinent)

Description of Services Needed:

Maintenance Department: Date and Time Services Completed

Signature by Maintenance Person When Services are Completed

Maintenance Department, please return this form when work is completed with your signature and date of completion to parish office.