

Greater Shiloh Church Main & North Campus

Request for Building Maintenance Services Form

This form is specifically to be used for maintenance and **not** for special events.

Maintenance can be requested when a need arises for Temple Maintenance to mount or remove a picture, repair damage or chipping of any walls, broken light fixtures, loose doorknobs, broken chairs or tables.

- Name _____ Date Submitted _____
- Ministry _____ Administrative Staff _____
- Date Requesting _____
- Phone _____
- Special Instructions _____

Check service requested

- Picture Mounting/Removal
- Wallpaper /Border Installation and Repair
- Carpet Cleaning
- Upholstery Cleaning
- Curtain /Blinds Installation and Repair
- Other
(description) _____

Please allow 3-4 days after receipt of request form for job to be completed.

Administrative Staff Only

Date received by Front Desk ____/____/____ Initials _____

Approved _____ Date Completed ____/____/____

NOT Approved _____ Reason _____

Signature of Maintenance Staff _____

