Print Form

MAINTENANCE WORK ORDER REQUEST

Greater White Stone Missionary Baptist Church

Office: 774-3564

Fax: 946-0514

EMAIL ADDRESS: maintenance@gwsmbc.org

Requester Name: _____ Date: _____

Department: _____ Telephone: _____

Location: _____ Urgent: Yes ☐ No ☐

Description of Work Order Requested:

Maintenance Use Only

Description of completed Work Order and Material Used:

Completed By: _____ **Date:** _____

Time Started: _____ **Time Ended:** _____

The overall goal is to schedule and complete these services in a timely manner. In order to perfect our goals, you must complete a work order form and return it to the church office.