



Fifth Avenue Baptist Church

Maintenance Request Form

Date of Request

Requesting Party

Work Location

Description of Work/Repair

Requested Priority:

- ☐ High (must be done within 24 hours).
- ☐ Medium (must be done within a week).
- ☐ Low (can be done when you get a chance).

For Office Use Only

Date Reviewed

Priority Assigned

Authorized By

Comment

Date Work Completed

Number of Days to Complete

Work Assigned To