**MAINTENANCE WORK ORDER – OUR LADY OF JOY**

Please Email this work order to John Holmgren. Or print and put it in the Maintenance mailbox.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Today's Date: | | *DATE* | | | | | |  | | | | | | Date to be completed: | | | | | *DATE* |
| Requested by: | | |  | | | | | | | | | | | | | |  | |  |
|  | | | |  | | |  | | | | |  | | | |  | | |  |
| Work needed in: (Check One) | | | | | | | | | | | | | | | | | | | |
|  | | | | |  | | | | | |  | | |  | | | | | |
| Church | Hall | | | | | Office | | | | Preschool | | | | | Kindergarten | | | Teen Center | |
| Rectory | | | | Courtyard Hall | | | | | Courtyard Church | | | | | | Courtyard Preschool | | | | |
| Parking Lot Main | | | | Parking Lot West | | | | | Other | | | |  | | | | |  | |
|  | | | | | | | | | | | | | | | | | | | |
| Describe work to be done: | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |

Revised 9/4/13 Maintenance Dept.