**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.