

Maintenance Request Form

Today's Date _____ Event _____ Repair Order _____

Date Needed _____ Time Needed By _____ Set Up Request _____

Work to be performed :

Where ? Building _____ Area _____ Room _____

Requested By : _____ Approved By : _____

Contact If Questions : _____ Completed By : _____

See Reverse Side For Set Up Layout & Details

Return this form to the Business Manager in the Parish Office .

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Set Up Detail:

Need: _____	Round Tables	_____	Long Tables	_____	Small Tables
_____	Chairs	_____	Plant Stand	_____	Lecturn/Podium
_____	TV / VCR	_____	Kitchen Open	_____	Wall Closed
_____	Sound System	_____	White/Chalk Brd	_____	Proj. Screen
_____	Flex Screen	_____	Computer Proj.	_____	_____

Per Diagram :

Set Up Detail:

Need: _____	Round Tables	_____	Long Tables	_____	Small Tables
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Per Diagram :