*Westbury Baptist Church*

**MAINTENANCE REQUEST FORM**

Date: _____ Requested By: _____

Location: Area/Room Needing Attention: _____

Description of problem: _____

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Needs attention by: (date) _____

Please turn in to Church Office.

**For Office Use Only**

Authorized by: _____

Assigned to: _____ Date: _____

Comments: _____

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Supervisor's Signature: _____

Date completed: _____ Time required: _____

Signature of person completing task: _____