

# St. Gregory the Great Maintenance Request

Date of Request: \_\_\_\_\_

Name of Ministry/Organization/Dept.: \_\_\_\_\_

Name of Event (if applicable): \_\_\_\_\_

Requested By: \_\_\_\_\_ Phone #: \_\_\_\_\_  
(Name - Please Print)

Date Service required: \_\_\_\_\_

Building \_\_\_\_\_ Room \_\_\_\_\_

Specific Service Required: (attach diagram if applicable)

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Signature: \_\_\_\_\_

*For Maintenance Use:*

Date Service Completed: \_\_\_\_\_

Service Completed by: \_\_\_\_\_  
*Please Print Name*

\_\_\_\_\_  
*Signature*

Comments:

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MAINTENANCE DEPARTMENT, PLEASE RETURN COMPLETED FORM TO  
THE BUSINESS OFFICE. THANK YOU