

Work Order Request**Contact Elizabethtown Church of the Brethren Facilities Coordinator at 717-367-1000.**

Date Requested: Date Needed:

WO#

Check one:

- | | |
|---|--|
| <input type="checkbox"/> Elizabethtown Church of the Brethren | <input type="checkbox"/> IU-13 |
| <input type="checkbox"/> Elizabethtown Child Care Center | <input type="checkbox"/> Scouting Groups |
| <input type="checkbox"/> Community Nursery School | <input type="checkbox"/> Other |

Name of Member/Tenant/Facility/Maintenance Manager: _____ Phone #: _____
Email: _____

Location of Service Requested: _____

Please indicate with a **X**: Urgent (Today) In a day or two As time allows**Nature of Problem:** Briefly state the problem

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For Maintenance Use Only:

Problem Resolved by: Maintenance or Outside Source

Materials Required: Yes or No

If Yes, cost: _____

Notes: (Briefly state what was done to correct/fix it.)

Assigned to: _____
Date Completed: _____
Time Spent: _____
Church Budget Line Item: _____ Amount: \$ _____

Procedure:

1. Please complete this form and fax (717-367-6948) or deliver to Elizabethtown Church of the Brethren Office.
2. Church Facility/Maintenance Manager logs the request, assigns a work order number, assigns personnel to check into the problem and decides whether outside help is needed.
3. Church Facility/Maintenance Manager will contact the requestor at phone number listed above when problem is resolved and will log resolution in Work Order Status Report.