

ZION LUTHERAN CHURCH

PROPERTY / MAINTENANCE WORK ORDER

If you observe an area of the church building or property in need of repair or attention, please complete the following information. Be as specific as possible in the description of the issue. Our goal is to keep our facilities in the best condition possible. We appreciate your input in helping achieve this goal.

Deposit the completed form in the "IN BOX" in the Administrative Assistant's Office or email it to Office@ZionStratford.org. Thank you!

Today's Date: _____

Requested by: _____

Phone: _____ Email: _____

Location of issue: _____

Description of issue or maintenance need:

PRIORITY >> 1. HIGH = URGENT 2. MEDIUM = ASAP 3. LOW = AS TIME ALLOWS
(Circle one)

PROGRESS NOTES (be completed by Office and/or Property Team):

Date Received: _____ Assigned to: _____