St. Paul Parish
Maintenance Request Form

Date of Request: ___________________  Person Requesting: ____________________________

Work Location:  ____ Church  ____ Parish Office  ____ Dohony Hall  ____ Croghan Hall
  ____ Center for New Evangelization  ____ Rectory

Description of maintenance/repair required (please be specific but succinct):


To Be Completed By Parish Facilities Manager

Assigned Project #: __________

Priority:  _____ High - Needs Immediate Attention
  _____ Medium - Must be addressed within week
  _____ Low - Must be addressed within one month (@ minimum planned)

Assigned to:  ______ Parish Maintenance  ______ Outside Contractor

Estimated Start Date: __________  Estimated Completion Date: __________

Parish Facility Manager Signature: ____________________________________________

Parish Maintenance Personnel Signature: _____________________________________