



# St. Luke's Lutheran Church & School

Oakfield, WI

## Properties Committee - Work Request

Date: \_\_\_\_\_

Originator: \_\_\_\_\_

Time Frame: \_\_\_\_\_ Emergency    \_\_\_\_\_ 1 week    \_\_\_\_\_ 1 month

Description of work to be done: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Description of work completed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Parts used: \_\_\_\_\_

\_\_\_\_\_

Cost of repair: \_\_\_\_\_

Work completed by: \_\_\_\_\_

Date completed: \_\_\_\_\_

When the Work Request is complete, make a copy and give copy to originator so they know work is complete. Place original copy in file for future reference.

Committee Responsible: Maintenance Committee