



First United Methodist Church of Palatine

Maintenance Order

| | |
|-----------|----------------|
| Full Name | Date Requested |
|-----------|----------------|

| | |
|-------|-------|
| Phone | Email |
|-------|-------|

| | |
|------------------|-------------|
| Location of Work | Date Wanted |
|------------------|-------------|

Description of Work

Signature

Maintenance History

| | |
|-------------------------------------|----------------|
| Signature of Maintenance Supervisor | Date Completed |
|-------------------------------------|----------------|

Material

Remarks

Work Record

| Date | Hours | Person |
|------|-------|--------|
| | | |
| | | |
| | | |