



# St. Mother Teresa of Calcutta Catholic Church Maintenance Work Order

Requested by: \_\_\_\_\_

Tel: \_\_\_\_\_ e-mail: \_\_\_\_\_

Ministry (if applicable) \_\_\_\_\_

**TYPE OF WORK REQUIRED**

**REQUESTED PRIORITY**

- Electrical/Lighting
- Alarm
- Carpet
- Painting
- Plumbing
- Carpentry
- Mechanical
- Pest Control
- Landscaping
- Other

\_\_\_\_\_ High-must be done within 24 hours

\_\_\_\_\_ Medium- within the week

\_\_\_\_\_ Low- At earliest convenience

Work location: \_\_\_\_\_

Work Request/Repair: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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