

**GREEK ORTHODOX CHURCH of the HOLY CROSS
FACILITIES DEPARTMENT
MAINTENANCE WORK ORDER REQUEST**

DATE

ASSIGNED WORK ORDER #

REQUESTED BY

URGENCY

REQUEST

- 1-FILL IN RED BOXES
- 2-GIVE or SEND TO FACILITIES MGR. (TYKE)
- 3-FACILITIES MGR. WILL DISCUSS REQUEST
AND ASSIGN COMPLETION DATE.
- 4-UPON COMPLETION MGR WILL RETURN
FORM TO REQUESTER.
- 5-MGR WILL KEEP TRACK OF W.O.
AND COSTS.

===== below for office use only =====

RECEIVED BY _____ DATE _____

PROMISED COMPLETION DATE _____ ACTUAL COMPLETION DATE _____

COMPLETED BY _____ COST _____

DATE RETURNED TO REQUESTER _____