

HILLTOP CHURCH of the Nazarene
WORK ORDER REQUEST FORM

MAINTENANCE DEPARTMENT

SUBMIT TO: Executive Office

PLEASE PRINT CLEARLY

Date: _____

Requester Name: _____

Requester Contact Info: _____

Urgent: Yes: _____ No: _____

Describe work needed:

Location: _____

Our Maintenance Department receives work order requests daily. Our overall goals are to schedule and complete these services in a timely manner. Thank you for your patience.

----- MAINTENANCE & OFFICE USE ONLY -----

Person/Department Responsible: _____

Date Received: _____

FOR INTERNAL WORK:

Start Date: _____ End Date: _____ Approx. Hours: _____ Approx. Costs: _____

Comments: _____

Executive Approval Signature: _____ Date: _____

FOR EXTERNAL WORK:

Date companies will be contacted by to quote work: _____

Start Date: _____ End Date: _____ Quoted Hours: _____ Quoted Costs: _____

Start Date: _____ End Date: _____ Quoted Hours: _____ Quoted Costs: _____

Start Date: _____ End Date: _____ Quoted Hours: _____ Quoted Costs: _____

Comments: _____

ATTACH THREE EXTERNAL QUOTES (All 3 companies to quote the same work)

Executive Approval Signature: _____ Date: _____

Copies: Originator: _____ Lee: _____ DOO: _____ Other: _____