



GSMBC Maintenance Request

MAINTENANCE REQUEST

(Please Fill Out Separate Form for All Issues)

Please keep in mind all of the Safe and Sanitizing Service that will be administered here at Greater Shiloh during the COVI-19 Pandemic.

DATE SUBMITTED _____

REQUESTED BY _____ PHONE NUMBER _____

DESCRIPTION OF WORK TO BE DONE

LOCATION IN BUILDING _____

JOB COMPLETED BY _____

DATE JOB COMPLETED _____

Return Form to Facilities Management Office upon Completion

Initialed By: _____