



# First United Methodist Church of Winter Garden Maintenance Request Form

Name of person making the request

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Date request made

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Location and room with the issue

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Description of problem

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*Do not write below this line*

*Office Use Only*

Received by Ken in church office \_\_\_\_\_

Date and Person notified \_\_\_\_\_

Action taken \_\_\_\_\_

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Date rechecked \_\_\_\_\_