

Cleaning/Maintenance Request Form

Please print form, complete the information and return to the Westminster church office.

Name: _____ Date: _____

Phone: _____ (phone or email address required)

Email address: _____

Please note your concern below*

- cleaning needed
- repair or replacement needed
- other

Please describe the issue below*

*Required

Please print this form, complete and return to WPC church office

For office use only:

Assigned to:

- _____ Head Custodian
- _____ Night Custodian
- _____ Substitute Custodian
- _____ Other

Copy to:

- _____ Properties Committee
- _____ Other:

Maintain original in WPC Office