

Drop off at Rectory OR email to maingasp@gmail.com

**MAINTENANCE REQUEST
QUEEN OF ALL SAINTS BASILICA**

SCHOOL CHURCH OTHER _____
 DATE _____ REQUESTER'S NAME _____ REQUISITION NO. _____

HEREBY REQUEST _____

SIGNATURE X _____

FOR MAINTENANCE DEPARTMENT USE ONLY:

DESCRIPTION OF WORK PERFORMED

ELECTRICITY MECHANICAL LAWN AND GARDEN AIR CONDITIONING
 PLUMBING CARPENTRY AUTOMOTIVE SET UP/TAKE DOWN
 HEATING PAINTING GROUNDS OTHER

ENDORSE/CONTRACTOR/QUOTE: _____

REPAIR	MATERIAL USED:	PART NEEDED	COST
<input type="checkbox"/> ON SITE	<input type="checkbox"/> PURCHASE		
<input type="checkbox"/> IN SHOP	<input type="checkbox"/> STOCK		
<input type="checkbox"/> COMPLETED	<input type="checkbox"/> REQUISITION #		
<input type="checkbox"/> OTHER	<input type="checkbox"/> VENDOR #		