

ST. DENNIS CHURCH

MAINTENANCE REPORT

Date: _____

Submitted by _____

Phone Number: _____

Email _____

1. BUILDING (Please check all that apply)

_____ CHURCH _____ HALL _____ RECTORY

_____ OFFICE _____ GROUNDS _____ PARKING LOT

_____ OTHER

2. ROOM _____

3. LOCATION IN ROOM _____

4. DESCRIPTION OF PROBLEM (use back of form if needed)

Routine maintenance items must be reported on this form and returned to the Parish Office.

Emergencies only please call 410-648-5145

For office use only:

Date received: _____ Date Completed: _____ Completed by: _____