

**FIRST UNITED METHODIST CHURCH  
WORK ORDER**

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Submitted by: \_\_\_\_\_

Room Location: \_\_\_\_\_

Description of Work: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

- ROUTINE MAINTENANCE**
- HAZARD**
- SPECIAL EVENT:** \_\_\_\_\_  
**Date Scheduled:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**(1) Administrative Office**

Received by: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Order #:

**(2) Service Office**

Received by: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Assigned to: \_\_\_\_\_

**(3) Service Staff**

Received by: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Completed on: \_\_\_\_\_

**(4) Service Office**

Received by: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Inspected by: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**(5) Administrative Office**

Received by: \_\_\_\_\_

Date: \_\_\_\_\_

Copy to Initiator: \_\_\_\_\_

Date: \_\_\_\_\_

Date Filed: \_\_\_\_\_

**Notes:** \_\_\_\_\_

\_\_\_\_\_

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