



ST. POLYCARP CHURCH

Maintenance Report

Date: _____

Submitted by: _____

Phone Number: _____

Email: _____

1. BUILDING (Please check all that apply)

___ Bathrooms (near church) ___ Bathrooms (near classrooms) ___ Chapel ___ Church

___ Classrooms ___ Clergy Residence ___ Cry room ___ Grounds ___ Hall

___ Hallway (near church) ___ Hallway (near classrooms) ___ Kitchen ___ Library

___ Office ___ Parking Lot OTHER _____

2. ROOM _____

3. LOCATION IN ROOM OR AREA _____

4. DESCRIPTION OF PROBLEM (Be as specific as possible - use back of form if needed)

Report routine maintenance items on this form and turn in to the Parish Office or email it to the Business Manager.

For Emergencies only, please call 302-653-8279

For office use only:

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