

**KENNEDY CATHOLIC**

**MAINTENANCE REQUEST FORM**

**PLEASE COMPLETE THIS FORM FOR ANY CLEANING AND/OR MAINTENANCE REQUESTS.**

**SUBMIT FORM TO DEACON AL. MAINTENANCE PERSONNEL ARE TO ONLY ACCEPT APPROVED REQUESTS.**

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

**Clearly print name of person making request:**

\_\_\_\_\_

**Location:** \_\_\_\_\_

**Description of work requested:**

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

**Request Approved ( ) Not Approved ( )**

**Deacon Alfred Impallomeni**

**Comments:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Work completed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_