

MAINTENANCE REQUEST FORM

United Methodist Church of El Segundo

This form is to be used to submit requests to the Trustees Committee. All requests are processed based upon the urgency of the request and the order in which they are received. Additionally, any request must also be considered in relation to the Church budget and the approval process.

Date of Request: _____

Requested By: _____

Best Way to Contact You (Home/Cell/Work/Email) _____

Urgency (choose only one):

Emergency _____ (**Please call or deliver to Jim McLees ASAP 310-345-6314**)

Within 1 week _____ (Please submit to office or via fax/email)

Within 1 month _____ (Please submit to office or via fax/email)

Location _____

Description of Work Requested (Attach or draw a detailed diagram if necessary)

For Non-Emergency - Please drop off this form to Church office, or send via fax or email to:

United Methodist Church of El Segundo
540 Main Street, El Segundo CA 90245
Phone: 310-322-0051

Jim McLees – Trustees Chairperson
Mobile Phone: 310-345-6314
Fax: 310-322-4980 (Maintenance requests only)
Email: jim.mclees@sbcglobal.net

Response *(For Office Use Only)*

Job Completed By _____ Date of Completion _____

Job Notes _____

Job Was Not Performed Because _____
