

MAINTENANCE REPORT

Part A: TO BE COMPLETED BY CONFERENCE PERSONNEL

Work Order Date: _____ Work Order Requested By: _____

LOCATION

? Conference Office	? Tabernacle	? Conference Cabins	? Camp Hayes
? Conference Dorms	? Dining Hall	? Training Room	? Apartments
? Kitchen	? Lake City Grounds	? Camp Robinson	? Gym
? Other: _____			

EXTERIOR

? Driveways/Sidewalks/Slabs	? Fencing	? Sprinkler systems	
? Soffit, Fascia, Eaves	? Gutters, Roof Drains	? Porches / Steps	? Windows
? Doors	? Walls	? Roofing	? Plumbing
? Heating and AC	? Electric	? Landscaping	? General Exterior
? Other: _____			

INTERIOR

? Walls	? Doors	? Appliances	? Furniture
? Ceilings	? Lights	? Sink	? Beds
? Floors	? Curtains	? Shower/Tub	? Vents / Returns
? Windows	? Television	? Toilet	? Other: _____

Describe Problem: _____

Part B: TO BE COMPLETED BY MAINTENANCE PERSONNEL BELOW

Does problem require contracting out? _____ is this a first time issue? _____

Estimated cost of fix: \$ _____ projected finish date: _____

Fixed by: _____

Notes: _____

Part C: TO BE COMPLETED BY CONFERENCE ADMINISTRATOR WHEN JOB IS FINISHED

Finish Date: _____ Job Approved: ? Yes ? No



Sample Preventive Maintenance Machinery Report

N Colangelo



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