**MAINTENANCE REPORT**

**DEFINITION:** “Maintenance” is defined as any need which will ensure the high standard of safety relating to Church facilities. This includes building or equipment maintenance and damage, repair and/or replacement.

**OBJECTIVE**: To ensure that all matters requiring maintenance are recorded for follow-up.

**PROCEDURE**: A member of the congregation observing a maintenance need should complete the following details and submit the completed form promptly to the Site Manager or a member of the Committee of Management.

**HAZARD**: If the problem is thought to be unsafe or to create a hazard to people or property, immediate control action should be taken and the Hazard Report Form should be completed.

|  |  |
| --- | --- |
| DATE |  |
| SPECIFIC LOCATION OF PROBLEM |  |
| DESCRIPTION OF PROBLEM |  |
| SUGGESTED REMEDY |  |
| NAME AND SIGNATURE OF MEMBER | \_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­­­­­­­­\_\_ |
| FORM SUBMITTED TO |  |
| RECORD OF ACTION TAKEN |  |
| COMMITTEE NAME AND SIGNATURE | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| DATE |  |