



Saint Barnabas CATHOLIC PARISH

Encountering Christ, Building His Family

9451 Brandywine Road Northfield, Ohio 44067
Maintenance Phone: 330. 467.7959 x138

Maintenance Service / Work Order

Person Making Request: _____ Date Submitted: _____

Organization: _____

Site: Bedell Commons Church Early Learning Center Parish Center Parish Office
 Rectory Learning Lodge Grounds
 School Room #: _____ Approved by _____

Classification: Emergency General Repair Set Up

Set up requests require a 7 days' notice.

Date / Time Event start _____ Time _____
(month, day, year)
Date/ Time event end _____ Time _____
(month, day, year)

(Floor Plan set up needs to be attached to this paper if one is required.)

Description of work requested _____

Maintenance Department Use only:

Date Work Order Received: _____

Priority: Emergency High Medium Low

Work Completed by: _____ Date: _____

Maintenance (White Copy) - Parish Office (Yellow Copy) - Submitter (Pink Copy)