



St. Barnabas Parish Family

9451 Brandywine Road Northfield, Ohio 44067
Maintenance Phone: 330.467.9318

Maintenance Service / Work Order

Person Making Request: _____ Date Submitted: _____

Organization: _____

Site: (Please Circle) School Rectory Parish Center Bedell Commons Villa

Classification: (Please Circle) Emergency General Repair Set Up

For Setup: Date / Day / Time of Event: _____ / _____ / _____

Date / Time setup needs to be completed by: _____ / _____

Date / Time event will end and tear down can begin: _____ / _____

Description of work requested: _____

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

Maintenance Department Use only:

Date Work Order Received: _____

Priority: Emergency High Medium Low

Work Completed by: _____ Date: _____