

# WORK ORDER

Building & Grounds



Date: \_\_\_\_\_

## PART 1: Describe the situation

Location: \_\_\_\_\_

What needs attention: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How urgent is the situation?    \_\_\_ Immediate    \_\_\_ Can wait 1 – 7 days    \_\_\_ Can wait 1 week or more

Name of person reporting the situation: \_\_\_\_\_ Phone # \_\_\_\_\_

Who is completing WO, if different than above: \_\_\_\_\_ Phone # \_\_\_\_\_

Date Property Chair or Junior Warden notified of WO: \_\_\_\_\_

## PART 2: Work Assignment

Who is assigned to address the situation? \_\_\_\_\_ Date Assigned: \_\_\_\_\_

What work needs to be done? \_\_\_\_\_

Who will complete the work? \_\_\_\_\_

○ Property Committee \_\_\_\_\_ Name (s): \_\_\_\_\_

○ Supplier \_\_\_\_\_ Phone Number: \_\_\_\_\_

○ Who will meet with Supplier? \_\_\_\_\_

## PART 3: Work Completed

Describe what was done \_\_\_\_\_

Completion date: \_\_\_\_\_

Cost: \_\_\_\_\_

## PART 4: Return completed form to Parish Administrator

Date received by Parish Administrator: \_\_\_\_\_ Signature: \_\_\_\_\_ Work Order # \_\_\_\_\_

