

Repairs and Maintenance Request Form

Saint John AME Church

708 15th Avenue North ~ Birmingham, AL 35203

Email: sjamec@bellsouth.net

Phone: 205-251-3764

DETAILS

Name (optional) _____ Date _____

Room/Location _____

May we contact you for clarification? ___ Yes ___ No

If yes, please provide the best way to contact you

Phone _____ Email _____

MAINTENANCE

Plumbing

Electrical

General Repairs

Other, specify: _____

Any additional information _____

COMMENTS

OFFICE USE ONLY

Date Received _____ Emailed to Pastor Date _____

PRIORITY

High

Medium

Low

Pastor's signature

Trustee responsible for repair: _____

Completion Date: _____

Comments: _____
