

# Fairlawn Avenue United Church Maintenance & Custodial Request Form

Version #1  
January 13, 2020

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

Submitted to Church Administrator by: \_\_\_\_\_

Details of request: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*\*Please use reverse side of form if more room is needed.*

## **\*\*Remainder for office use only\*\***

Maintenance Request     Custodial Request

Date received: \_\_\_\_\_ Date resolved: \_\_\_\_\_

Response Required:  Urgent     Needs Attention

Frequency:     First Time Request     Repeat Occurrence (Date last reported \_\_\_\_\_)

Action Taken: \_\_\_\_\_

\_\_\_\_\_

### Property Council Involvement

yes     no

Date request forwarded to Property Council: \_\_\_\_\_

Date response received from Property Council: \_\_\_\_\_

Next Steps/Action Required: \_\_\_\_\_

\_\_\_\_\_

### Once Resolved:

Copy to Office File     Copy to Property Council



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**Fairlawn Avenue United Church**  
28 Fairlawn Avenue  
Toronto, Ontario  
416-481-6848

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[fairlawchurch.ca](http://fairlawchurch.ca)