

Lake Osborne Presbyterian Church

Maintenance Department

Work Request

NOTE: Outside organizations using LOPC facilities are expected to do their own cleanup, setup, and take down, of tables, chairs, and equipment. LOPC maintenance personnel are often unable to spare time from their regular duties to do so. Special arrangements may be made to do setups and cleanups on an overtime basis at the standard custodial fee. Outside organizations are also expected to use their own AV equipment whenever possible.

Request Date:

Date Needed:

Request By:

REQUEST:

REMARKS:

Prepared By:

Date:

Approved By:

Date:

Completed By:

Date: