



3056 Old Atlanta Highway
P.O. Box 1061 • Forsyth, Georgia 31029
478-994-0707
Reverend Henry D. Leonard, Sr.
Pastor / Teacher

FACILITY / MAINTENANCE REQUEST

Report an item that needs repair or attention

Submitted By:

Date:

Phone / Email:

Ministry / Area:

Location of Issue (room, area, building):

Description of the Problem

Urgency: ☐ Low ☐ Medium ☐ High ☐ Emergency (safety)

Date Needed By (if applicable):

For emergencies involving safety, gas, water, or electrical hazards, please also call the church office at 478-994-0707.

FOR FACILITY MANAGER / ADMIN USE ONLY

Date Received:

Assigned To:

Status: ☐ Open ☐ In Progress ☐ Completed ☐ Referred to Vendor

Action Taken:

Vendor (if used):

Cost \$:

Date Completed:

Completed By:

"By this all people will know that you are my disciples, if you have love for one another." — John 13:35 (ESV)