



**EBENEZER BAPTIST CHURCH**  
**171 SEMPLE FARM ROAD**  
**HAMPTON VA 23666**  
**(757) 865-1480**

**MAINTENANCE REQUEST FORM**

**INSTRUCTIONS:** Complete this form to request any type of maintenance or parts to repair Ebenezer Baptist Church's property. The purpose of this request is to help EBC Trustees maintain an **accurate** account of the repair cost for Ebenezer Baptist Church's property. This form can be deposited in the Trustees mail box or the Administrative door holder. The reporter of the problem shall be notified upon the corrective action or when the requested items are available for pickup.

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

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

**Problem(s):** \_\_\_\_\_

\_\_\_\_\_

Requested Parts/Items/Number: \_\_\_\_\_

\_\_\_\_\_

Number where you can be reached: \_\_\_\_\_

**PURPOSE OF THE ITEMS:** \_\_\_\_\_

\_\_\_\_\_

**REQUESTED BY:** \_\_\_\_\_

Please Print

**Completed By: Sexton:** \_\_\_\_\_

Please Print

**Chairman Board of Trustees:** \_\_\_\_\_