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| **Athelstone Uniting Church**  *Work Request* | |
| **Facility or safety concern, including location:** (if helpful, please submit photos with work request)  **Please submit request to Office Administrator** |  |
| **Requested by:** |  |
| **Date Work Request submitted to Office Coordinator:** |  |
| **Work carried out to address concern:** |  |
| **Work was carried out by:** |  |
| **Cost (if applicable):** | **Tax Invoice sent to Treasurer**  |
| **Date work completed:** |  |
| **Requestor notified of outcome  (by Office Coord):** |  |
| **Any additional information:** |  |

Once job completed, work request to be filed in Church Office