



*Williamsburg*  
UNITED METHODIST CHURCH  
EST. 1785

## FACILITY MAINTENANCE WORK ORDER

(no computer-related requests)

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

Requested by: \_\_\_\_\_

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

Description of Needs: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Perceived priority (1= not essential, 5= safety hazard / work tasks can't be completed until repaired)

Priority (circle one) 1 2 3 4 5

### FOR FACILITY OFFICE USE ONLY

Program to be Charged: \_\_\_\_\_

Estimated Cost Amount: \_\_\_\_\_

Work Completed By: \_\_\_\_\_ Date: \_\_\_\_\_

Return completed form to WUMC Administrative Office (Trustees mailbox) or  
email a digital copy to Russ Henke at [rushenke4@gmail.com](mailto:rushenke4@gmail.com).