



**Saint Catherine of Siena Catholic Church**  
**Corner of Mellus and Estudillo Streets**  
**Martinez, California 94553**  
**Parish Maintenance Group**

## Request for Maintenance

**This document is intended to be used by any parishioner that identifies some maintenance item that needs to be addressed. Upon receipt the Parish Maintenance Group will evaluate and prioritize according to resources and funds available. When the form is completed, either place it in the collection basket or see that it gets to the parish office.**

**Date of Request:** \_\_\_\_\_

**Area requiring attention:**

**Church**

**Rectory**

**Parish Center**

**School**

**Hall**

**Item Requiring Maintenance:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Originator:**

\_\_\_\_\_

**Name:**

\_\_\_\_\_

**Telephone Number:**

\*\*\*\*\*

*To be completed by Parish Maintenance Group*

**Originator notified task completed:**

\_\_\_\_\_

**Date Reviewed and prioritized:**

\_\_\_\_\_

**Date Completed:**

\_\_\_\_\_

**Cost:**

\_\_\_\_\_