



UNITARIAN UNIVERSALIST CHURCH OF TALLAHASSEE

2810 North Meridian Road | Tallahassee, FL 32312
(850) 385-5115 | office@uutallahassee.org | http://www.uutallahassee.org

Seek. Share. Belong.

WORK ORDER REQUEST

Form must be completely filled out and must be legible.

All work requests must be submitted to the UUCT office and accompanied by a Work Order Request form before work is scheduled. Forms can be picked up at the office, requested via email at office@uutallahassee.org, or downloaded from the website at http://www.uutallahassee.org/uuct-documents/.

All work is scheduled on a first come, first serve, need basis.

Request may need prior approval (responsible board members will determine if funds are needed and available). The submitter will be contacted by phone or email once work is completed or if we are unable to complete the request. Please feel free to contact the office with any questions and/or concerns.

Requester Name: _____ UUCT Affiliation: _____
Email address: _____ Telephone: _____

Will you be volunteering time to complete requested work to be done? Yes No

If so, please indicate availability: _____

Will you be donating funds to contribute to completion of requested work to be done? Yes No

Location (Room/Sanctuary/Grounds): _____ Urgent: Yes No

Description of Request (attach additional information/supporting documents):

-----Buildings & Grounds/Sexton/Office/Board/Committee/Minister Use Only-----

DATE REQUEST RECEIVED	RECEIVED BY	STATUS/REASON IF NOT COMPLETED

Request Approved by: _____ Date: _____

Request Assigned to: _____ Date: _____

Anticipated Timeframe for Scope of Work: _____ Cost (attach copy of receipts): _____

Description of completed Work Order & Material Used (attach additional information/supporting documents):

Completed By: _____ Date: _____

Time Started: _____ Time Ended: _____

Our overall goal is to process all requests in a timely manner. Thank you in advance for your cooperation. Please feel free to suggest additions and/or changes to this form via email at office@uutallahassee.org.