



# St. Emily Parish Maintenance Department

Office (847)824-5049 ext 226 Emergency (847) 863-7338

## Maintenance Request Form

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Requester Name: \_\_\_\_\_ Department: \_\_\_\_\_

Room Location: \_\_\_\_\_ Telephone: \_\_\_\_\_

Date and Time: \_\_\_\_\_ Email: \_\_\_\_\_

Description of Problem/Issue:

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-----Maintenance Use Only-----

Completed By: \_\_\_\_\_ Date and Time: \_\_\_\_\_

Notes:

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