

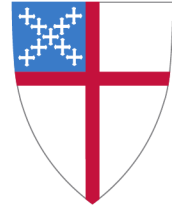


# St. James' Episcopal Church

*knowing and serving God by serving others*

3768 Germantown Pike, Collegeville, PA 19426

610-489-7564 www.stjames-episcopal.org



## Request for Repair

*(Please place in Director of Parish Operations Mail Slot once top portion is complete)*

Date Submitted \_\_\_\_\_

Name: \_\_\_\_\_

Contact Number: \_(\_\_\_\_\_)\_\_\_\_\_

Contact Email: \_\_\_\_\_@\_\_\_\_\_

Description of Repair (please be as specific as possible):

Initial Request has been reviewed and the following steps have been taken:

Email with request has been forwarded to (please put date on line if email was sent indicating when)

\_\_\_\_\_ Buildings and Grounds      \_\_\_\_\_ Vestry      \_\_\_\_\_ Rector

\_\_\_\_\_ Sexton      \_\_\_\_\_ Other: \_\_\_\_\_

Form given to : \_\_\_\_\_ (ie. Buildings & Grounds/  
Sexton/Etc.) Action Taken (Please be as specific as possible including name and contact information where  
applicable for sub-contractor use): \_\_\_\_\_

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

Repair completed: \_\_\_\_\_ date \_\_\_\_\_ initials \_\_\_\_\_

Please complete Action Needed section and date and sign when repair has been resolved. Return this original form to the Director of Parish Operations when completed. Please attach all applicable paperwork to this form. We respectfully request that all email communication be answered within 5 business days to continue to update the status of said repair. Thank you.