



Poolesville Memorial UMC

Poolesville, Maryland

Trustee Facility Work Request Form

SECTION I - TO BE COMPLETED BY REQUESTER

NAME AND PHONE NO. & E-MAIL OF REQUESTER	DATE OF REQUEST	LOCATION OF WORK REQUESTED
	REQUIRED COMPLETION DATE (If Any)	

DESCRIPTION OF WORK TO BE ACCOMPLISHED (Include Sketch or Plan, when appropriate)

BRIEF JUSTIFICATION FOR WORK TO BE ACCOMPLISHED & HOW IT BENEFITS THE CHURCH & ITS MISSION (Not required for maintenance and repair)

DONATED RESOURCES

FUNDS	LABOR	MATERIAL	OTHER	NONE
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SECTION II - FOR TRUSTEE USE

WORK REQUEST COMPLETED BY (Place an "X" in the appropriate box.)

TRUSTEE	CHURCH MEMBERS	CONTRACT	OTHER
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*Note any Required Assessments, Permits, or Government Requirements

SECTION III - COMPLETE ONLY IF WORK IS TO BE PART OF THE FACILITIES PLAN

RECOMMENDED PRIORITY	ESTIMATED HOURS	ESTIMATED FUNDED COST	ESTIMATED TOTAL COST
THERE IS NO NEED FOR AN ASSESSMENT	A WRITTEN ASSESSMENT IS BEING/HAS BEEN PROCESSED	APPROVED BY TRUSTEES	DISAPPROVED: REASON:

REMARKS

SECTION IV - APPROVING AUTHORITY THROUGH CHURCH COUNCIL

RECOMMENDED PRIORITY	ESTIMATED COST	APPROVED BY CHURCH COUNCIL	DISAPPROVED: REASON:
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REMARKS