

# SC Conference of the IPHC MAINTENANCE REPORT

FORM: MAINT-001

## Part A: TO BE COMPLETED BY CONFERENCE PERSONNEL

Work Oder Date: \_\_\_\_\_ Work Order Requested By: \_\_\_\_\_

### LOCATION

- |   |   |   |                                  |
|---|---|---|----------------------------------|
| <input type="radio"/> Conference Office | <input type="radio"/> Tabernacle        | <input type="radio"/> Conference Cabins | <input type="radio"/> Camp Hayes |
| <input type="radio"/> Conference Dorms  | <input type="radio"/> Dining Hall       | <input type="radio"/> Training Room     | <input type="radio"/> Apartments |
| <input type="radio"/> Kitchen           | <input type="radio"/> Lake City Grounds | <input type="radio"/> Camp Robinson     | <input type="radio"/> Gym        |
| <input type="radio"/> Other: _____      |   |   |                                  |

### EXTERIOR

- |   |  |   |  |
|---|--|---|--|
| <input type="radio"/> Driveways/Sidewalks/Slabs | <input type="radio"/> Fencing              | <input type="radio"/> Sprinkler systems |  |
| <input type="radio"/> Soffit, Fascia, Eaves     | <input type="radio"/> Gutters, Roof Drains | <input type="radio"/> Porches / Steps   | <input type="radio"/> Windows          |
| <input type="radio"/> Doors                     | <input type="radio"/> Walls                | <input type="radio"/> Roofing           | <input type="radio"/> Plumbing         |
| <input type="radio"/> Heating and AC            | <input type="radio"/> Electric             | <input type="radio"/> Landscaping       | <input type="radio"/> General Exterior |
| <input type="radio"/> Other: _____              |  |   |  |

### INTERIOR

- |                                |                                  |                                  |                                       |
|--------------------------------|----------------------------------|----------------------------------|---------------------------------------|
| <input type="radio"/> Walls    | <input type="radio"/> Doors      | <input type="radio"/> Appliances | <input type="radio"/> Furniture       |
| <input type="radio"/> Ceilings | <input type="radio"/> Lights     | <input type="radio"/> Sink       | <input type="radio"/> Beds            |
| <input type="radio"/> Floors   | <input type="radio"/> Curtains   | <input type="radio"/> Shower/Tub | <input type="radio"/> Vents / Returns |
| <input type="radio"/> Windows  | <input type="radio"/> Television | <input type="radio"/> Toilet     | <input type="radio"/> Other:          |

Describe Problem:

## Part B: TO BE COMPLETED BY MAINTENANCE PERSONNEL BELOW

Does problem require contracting out? \_\_\_\_\_ Is this a first time issue? \_\_\_\_\_

Estimated cost of fix: \$ \_\_\_\_\_ projected finish date: \_\_\_\_\_

Fixed by: \_\_\_\_\_

Notes:

## Part C: TO BE COMPLETED BY CONFERENCE ADMINISTRATOR WHEN JOB IS FINISHED

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Finish Date: \_\_\_\_\_ Job Approved:  Yes  No