



Church Maintenance Request

If you find an area of the Church that is in need of repair or attention, please notify the Trustee Ministry by filling out this form and emailing it to zbc.trustees@zionbaptistva.com or turn it in to the Church Office.

To: TRUSTEE MINISTRY

From: _____ Date: _____

Phone #: _____ Email Address: _____

Property Address (**Check one**) 225 Hatton Street 528 Green Street

Priority: High (Urgent) Medium (As soon as possible) Low

NATURE OF CONCERN

Please be specific as to location and area of concern

(FOR TRUSTEE MINISTRY USE ONLY)

Date received: _____ Received by: _____

Ticket #: _____ Referred to: _____

Date completed: _____ Completed by: _____

Ticket closed? Yes No Date Closed: _____

If No, state why. _____

USE BACK IF ADDITIONAL SPACE IS NEEDED