

Maintenance & Repair Request (Facilities & Vehicles)

Submit to maintenance@fbc.org or Maintenance mailbox.



羅省第一華人浸信會
FIRST CHINESE BAPTIST CHURCH
LOS ANGELES

942 Yale Street, Los Angeles, CA 90012 www.fcbc.org
(213) 687-0814 (213) 375-3999 info@fcbc.org

Requested by _____ Request Date _____

Best way to contact you (Home/Cell/Work/Email) _____

Department _____

A. Facility

Location: Building _____ Room # _____

Area _____

Description of work needed (attach a diagram if necessary) _____

B. Vehicle

Mini-Van Van Mini-Bus Bus _____ Vehicle # _____

Description of problem _____

FOR OFFICE USE ONLY

Repair completed by _____ Date completed _____

Repair not done because _____

Date of Response to _____