

ALZAFAR & SHRINERS

Illustrious Str. Gary Radvansky
Potentate Alzafar Shriners

Office Email: alzafar@flash.net ♦ (210) 496-1625 ♦ www.sashrineauditorium.com
901 N. Loop 1604 West ♦ San Antonio, Texas 78232 ♦ www.alzafar.org



Request for Repair

SECTION I.

All requests for repair must be placed in writing.

Date of Request: ___/___/___ Requesting Party: _____

Address: _____

Work required/suggested:

Request Person Name (Please Print)

Date:

Phone # and/or Email:

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SECTION II

To be completed by the Recorder/ Maint. Supervisor: PRIORITY: Immediately _____ Within 2-3 Days _____ Next Week _____ Routine _____ Next Summer _____ Budget # if project is not maintenance or repair: _____

Recorder/ Maint. Supervisor Name

Date:

SECTION III

To be completed by Recorder or Maintenance Staff: Can the project be completed by Maint. Staff?

YES _____ NO _____ Estimated hours to complete: _____

Estimated expense to complete: _____

List of materials needed:

Job Number _____

Date Completed: _____

Date Referred Back if Not Completed: _____

Recommendation if not completed: _____

Signature of Assigned Personnel:

Date Completed: