



## Facilities Maintenance Request Form

To report a maintenance related issue, please fill out the form below.

To submit the form, you may fill this PDF out electronically and email the file to [jcorrell@salem-bc.org](mailto:jcorrell@salem-bc.org). You also may print the form out and deliver it to the Salem church office at 1205 Salem Church Rd.

Please complete all fields below:

**Location of the Issue:**

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**Please describe the Issue:**

**Your Name:** \_\_\_\_\_

**Your Email:** \_\_\_\_\_

**Your Phone #:** \_\_\_\_\_