**MAINTENANCE REPORT**

**DEFINITION:** “Maintenance” is defined as any need which will ensure the high standard of safety relating to Church facilities. This includes building or equipment maintenance and damage, repair and/or replacement.

**OBJECTIVE**: To ensure that all matters requiring maintenance are recorded for follow-up.

**PROCEDURE**: A member of the congregation observing a maintenance need should complete the following details and submit the completed form promptly to the Site Manager or a member of the Committee of Management.

**HAZARD**: If the problem is thought to be unsafe or to create a hazard to people or property, immediate control action should be taken and the Damage/ Hazard Report Form should be completed – found here [**Work Health & Safety Resources at The Presbyterian Church of Queensland (pcq.org.au)**](https://www.pcq.org.au/pcq-work-health-safety.php)**.**

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| --- | --- |
| **DATE** |  |
| **SPECIFIC LOCATION OF PROBLEM** |  |
| **DESCRIPTION OF PROBLEM** |  |
| **SUGGESTED REMEDY** |  |
| **NAME AND SIGNATURE OF MEMBER** | ­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­ |
| **FORM SUBMITTED TO** |  |
| **RECORD OF ACTION TAKEN** |  |
| **COMMITTEE NAME AND SIGNATURE** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **DATE** |  |