



Kirk of Kildaire Sexton Work Request

This form is used to request general sexton work around the Kirk; setup/breakdown of rooms (tables/chairs) and general maintenance. Please make your request **at least 2 weeks** prior to when you need the work to be completed. If more information is needed, Darryl Sheppard will be contacting you.

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

Contact Information (phone and email)*: _____

(*required so that you can be notified if work is agreed to be done)

Purpose of room set-up (group/mission name): _____

Location of work to be performed (be specific): _____

Description of work, include detailed description of what needs to be done: (Use back to draw a diagram, if needed).

Diagram included on back? Yes _____ No _____

Date and time needed for setup: _____ Recurring? (weekly, etc.) _____

Date and time needed for breakdown: _____ Recurring? (weekly, etc.) _____

Do you need a meeting with Sexton to review work prior to date needed: Yes _____ No _____

Signature

**** Please return completed form to Barb Masie's mailbox in workroom ****