



# Unitarian Universalist Church of Bowling Green

2033 Nashville Road, Bowling Green KY 42101

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## ***Building and Grounds Maintenance Ticket***

**See something that needs fixing? Got a suggestion for improvement?**

Just fill this out this Maintenance Ticket then put it the Buildings and Grounds Mailbox in the Horace Mann room, right outside the church office.

Please, only one issue per ticket! It helps us track them

<b>Date Submitted</b>	<b>Location?</b> <i>Please include Building, Room, location within room, or if it's outside, what it's near.</i>
<b>Your Name and Contact Info</b>	<b>Tell us what you'd like B&amp;G to do!</b> <i>(use the back for more room)</i>
<b>Do you want to be notified when it's been taken care of?</b>	
<b>How urgent is this?</b> <input type="checkbox"/> safety hazard <input type="checkbox"/> before event on _____ <input type="checkbox"/> as soon as possible <input type="checkbox"/> as time permits	
<b>Committee - Dates</b>	<b>Building and Grounds Notes</b>
<b>Received</b>	
<b>Assigned</b>	
<b>Completed</b>	