

**Minnehaha United Methodist Church**  
3701 E. 50th Street | Minneapolis, MN 55417

## Work Order

Work Order #:	Date Submitted:
Submitted by: Member/Committee/Outside Group:	Phone #:
Assigned To:	Date Due:

Type of Task (Circle One)

<i>Cleaning</i>	<i>Preventative Maintenance</i>	<i>Repair/Disposal</i>	<i>Event Set-up/Clean-up</i>
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Location (Room/Area):

Instructions – Task details and anticipated costs:

Completed By:	Date of Completion
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Comments: