

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

## **Work Order**

WO#

Date Submitted:

Submitted by: (Member/Committee/Outside Group)

Phone #

Assigned To:

Date Due:

Type of Task: (Circle One)

Cleaning

Preventive Maintenance

Repair

Event Set-up/Clean-up

Location: (Room/Area)

Instructions: (Task details and anticipated costs)

Completed By:

Date of Completion:

Comments: