Maple Springs Baptist Church

4131 Belt Road Capitol Heights, MD 20743

COMPLAINT FORM

Classroom (#)				
Boardroom	Classroom (#)	☐ Fellowship Hall	Old Fellowship Hall	☐ Sanctuary
Hallway	☐ Men's Restroom	☐ Women's Restroom	LOCATION:	
Pastor's Office Pastor's Study Sound Room Sunday School Office Trustees Office Ushers Office Annex Parking Lot Church Parking Lot PLEASE CHECK SERVICE NEEDED: Custodial Electrical Maintenance Plumbing Other PLEASE DESCRIBE THE DISCREPANCY/CONDITION OF THE ABOVE CHECKED ITEMS: REPORTED BY: DATE: RECEIVING TRUSTEE: DATE: TO BE COMPLETED BY TRUSTEE MINISTRY ONLY TO BE COMPLETED BY ASSIGNED TRUSTEE: ACTION TAKEN: DATE: COMPLETED BY: DATE: APPROVED BY: DATE: DAT	□Boardroom	☐ Church Office	☐ Deacons Office	☐ Finance Office
Trustees Office	□Hallway	☐Kitchen	☐ Ministers Office	☐ Nurses Unit Office
Please Check Service Needed: Custodial Electrical Maintenance Plumbing Other	☐ Pastor's Office	☐ Pastor's Study	☐ Sound Room	☐ Sunday School Office
PLEASE DESCRIBE THE DISCREPANCY/CONDITION OF THE ABOVE CHECKED ITEMS: REPORTED BY: RECEIVING TRUSTEE: TO BE COMPLETED BY TRUSTEE MINISTRY ONLY TO BE COMPLETED BY ASSIGNED TRUSTEE: ACTION TAKEN: COMPLETED BY: DATE:	☐ Trustees Office	☐ Ushers Office	☐ Annex Parking Lot	☐ Church Parking Lot
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