



Facility Work Order

Marello Youth Retreat Center is committed to serving all retreatants and guests that enjoy this facility. Please let us know if any part of the facility (interior or exterior) requires special attention or repair. We welcome your suggestions to ensure that this beautiful setting accommodates your retreat needs.

Please complete this form to:

- ✓ Report necessary repairs of broken or malfunctioning equipment
- ✓ Report of lost or “damaged beyond repair” items
- ✓ Make special requests for projects or services
- ✓ Make suggestions

Today’s Date: _____

Name: _____

Parish/Organization: _____

Phone Number: _____

Email address: _____

Describe problem/request/suggestion with as much detail as possible, including location of area in question: _____

If this is a report of repair or loss:

- Group accepts responsibility for damage/loss (replacement and/or repair, labor @ \$30/hour).
- Group is not responsible for damage/loss

If this is a special request/work order for service:

- Urgent? Date needed: _____
- Open to scheduling with respect to other facility priorities

Signature _____