

Westwood Hills Ministries Trouble Report

Filed By: _____ Date Filed: _____

Sanctuary: Yes No

Room #: _____

Date / Time Problem Noted: _____

Item: _____

Serial #: _____

Description of Problem:

Observations:

Problem Caused By: _____

Corrective Action Taken: _____ Date: _____

Total Cost Involved: \$ _____

Labor	Parts	
<input type="checkbox"/> In-House \$ _____	_____	\$ _____
<input type="checkbox"/> Volunteer \$ _____	_____	\$ _____
<input type="checkbox"/> Outside Contract \$ _____	_____	\$ _____

(Attach Receipts)

Date Unit Placed Back In Service: _____ Signature: _____