

FERRING VILLAGE HALL
MAINTENANCE IMPROVEMENT SUGGESTION

Email form to: ferringvh@gmail.com

(Form is on our website at: ferringvillagehall.org.uk)

Improvement Number: 2019/_____/_____/_____ (Official use only)

Date Improvement Suggested: ____/____/2019

Suggested by: _____(Name) Tel No: _____(optional)

User Organisation (if applicable): _____

Type of Improvement : (Electrical, Plumbing, Fixture, Fitting etc) _____

Location of Improvement _____ (Room if known)_____

Description of Improvement and reason required: _____

Suggested Solution: _____

Official use only

Suggestion Logged on: ____/____/2019

Action Required:

Likely Cost (if known) £ _____

Maintenance Committee Recommendation:

Maintenance Committee or Main Board Decision:

Date Actioned on: ____/____/2019

Final Remarks:

Suggestion Closed on: ____/____/2019.
£ _____

Cost (if known):

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