

**FIRST UNITARIAN CHURCH
Major Problem Request Form**

Name of Requester _____ Phone _____ Date _____

Sponsoring Ministry Leader* _____
Problem Name _____

Describe the problem you would like fixed or the improvement you would like to see.

Expected Outcome: _____

Justification: Economic ___ Aesthetic ___ UU Values ___ Greening ___ Safety ___ Other _____
Explain _____

Urgency: Immediate ___ Medium ___ Whenever _____
Explain:

Consequences of not doing: _____

Provide any ideas you have about how to solve the problem defined above or to achieve the improvement mentioned. Include as much detail as you can. e.g. Costs, suppliers, diagrams, etc. Additional page(s) may be attached.

Estimated Cost _____ Desired Completion Date _____
Annual Operating Cost and/or upkeep _____

I would like to help with Research, Planning and/or Implementation of this Project. Yes ___ No ___

Submit to the Church Administrator.

The following to be completed by the Projects Request Clerk _____

Request Number _____ Date Received _____ Date given to MPPT _____

Related Requests _____

* Contact Scott Tayler if clarification on appropriate Sponsoring Ministry is needed
Lee Wiltse, Project Planning Team Revised 02/23/2010