BLESSED SACRAMENT PARISH

FACILITIES & MAINTENANCE OBSERVATION REPORT

FOR PARISH BUILDING COMMITTEE

Email digital report and photos if applicable to: saint-sacrement@telus.net

**If you filled this out by hand, please drop the completed hard copy form into the office mail slot.*

1. General Information

- **Date Observed:**
- **Date Submitted:**
- **Observer Name & Role:** *(e.g., Usher, Sacristan, Parishioner, Staff)*
- **Contact Info:** *(Phone / Email)*

2. Location Details

- **Building/Area:** *(Check all that apply)*
  - ☐ Main Church / Nave
  - ☐ Chapel / Sacristy
  - ☐ Church Foyer
  - ☐ Parish Meeting Rooms
  - ☐ Kitchen
  - ☐ Rectory
  - ☐ Parish Office
  - ☐ School
  - ☐ Gymnasium
  - ☐ Grounds / Parking Lot / Exterior
- **Specific Location:** *(e.g., Women's restroom near elevator)*

3. Issue Classification & Urgency

- **Category:** *(Check primary issue)*
  - ☐ Plumbing / Water Leak

☐ Electrical / Lighting

☐ HVAC (Heating / Cooling)

☐ Structural / Roof / Masonry

☐ Liturgical / Sacred Furnishings *(Pew, altar, tabernacle, sound system)*

☐ Safety / Security *(Trip hazard, lock, fire exit, window)*

☐ Grounds / Exterior

☐ Elevator

- **Urgency Level:**

  ☐ **Emergency:** Immediate safety hazard or active property damage

  ☐ **High:** Affects upcoming Mass, liturgy, or parish event

  ☐ **Routine:** Needs repair or investigation, no immediate disruption

  ☐ **Preventative:** Early wear noticed; monitor or schedule future maintenance

4. Description of Observation

- **What was observed?** *(Describe the issue clearly, including size, sound, smell, or frequency.)*
- **When does it occur?** *(e.g., Constant, only during heavy rain, when AC turns on)*
- **Photos Attached?** ☐Yes ☐No

5. Committee Review (For Building Committee Use Only)

- **Date Reviewed:**
- **Action Required:** ☐ In-House Repair ☐ Contractor Investigation ☐ Diocese Approval Needed ☐ Monitor
- **Assigned To:**
- **Target Completion Date:**
- **Notes / Resolution:**
- **Date Closed:**