Public Works Service Request

Request Number

To:
From:
Request Date

Priority Status

☐ Immediate ☐ Urgent ☐ Standard ☐ Low

Requested by: _____ Time: _____ Taken By: _____

Contact Phone Number: None _____

Public Works contacted by:
☐ Phone ☐ Writing ☐ Verbal ☐ Fax ☐ Voice Mail ☐ E-mail

Service Type:

☐ Road & Bridge
☐ Repair ☐ Replace ☐ Check ☐ Patch ☐ Signs
☐ Culvert ☐ Plow ☐ Road base ☐ Event ☐ Trees ☐ Grading
☐ Funeral ☐ Dust ☐ Other

☐ Maintenance
☐ Courthouse ☐ Library ☐ Annex ☐ Senior Center
☐ Parks ☐ Pool ☐ Ice Rink/Basketball Court
☐ Key Request ☐ Other

Department & Service Location:

Nature of Service Requested:

Work Approved by:

If the work required involves the following it must be pre approved.
☐ Asbestos Check
☐ ADA Check
☐ Outside Contractor

Special Notes:

Completion Date

Work Completed by: _____

Attach any information or notes on request to this sheet