

Town of McIntosh
Public Works Request

Work Order Request Form

Requesters Name	Phone Number	Email
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CATEGORY:

<input type="checkbox"/> Buildings	<input type="checkbox"/> Parks/ Landscaping	<input type="checkbox"/> Right-of-Way	<input type="checkbox"/> Sidewalks
<input type="checkbox"/> Streets/ Alleys	<input type="checkbox"/> Street Trees	<input type="checkbox"/> Signs	<input type="checkbox"/> Drainage

LOCATION NAME: (Building, Park, Street, etc.): _____

STREET ADDRESS: _____

REQUESTERS SIGNATURE: _____ DATE SUBMITTED: _____

Please turn in all requests to the Town Hall at 5965 Ave F **OR** email the request to Contact@townofmcintosh.org
Subject Line "Public Works Request"

PRIORITY:	MEANING:
<input type="checkbox"/> Emergency	Situation/condition requires immediate action for safety purposes or will result in negative impacts to the environment
<input type="checkbox"/> High	Situation/condition keeps you from performing your job properly/or is urgent in nature
<input type="checkbox"/> Medium	Situation/condition can be worked around, but schedule soon
<input type="checkbox"/> Low	Situation/condition should be scheduled as time permits

REQUEST DESCRIPTION:

Public Works Supervisor _____ Date _____

Office Use
Documentation of Work Performed

EMPLOYEE NAME _____ Date Complete: _____

Project Notes:
