



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 20400 10<sup>th</sup> Street **OR** email the request to [Contact@townofmcintosh.org](mailto:Contact@townofmcintosh.org) Subject Line "Public Works Request"

**PRIORITY:**

Emergency

High

Medium

Low

**MEANING:**

Situation/condition requires immediate action for safety purposes or will result in negative impacts to the environment

Situation/condition keeps you from performing your job properly/or is urgent in nature

Situation/condition can be worked around, but schedule soon

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:**

\_\_\_\_\_  
\_\_\_\_\_