



Maintenance Request Form

Name					
Date		Time		Ass #	A
Address					
Phone Number		Follow-up Required		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Email					
Location of Request					
Nearest Intersection or Landmark					
Nature of Request		<input type="checkbox"/> Road <input type="checkbox"/> Drain <input type="checkbox"/> Trees <i>(Complete more below)</i> <input type="checkbox"/> Bridge <input type="checkbox"/> Signs <input type="checkbox"/> Cemetery <input type="checkbox"/> Grading <input type="checkbox"/> Events <input type="checkbox"/> Parks & Gardens <input type="checkbox"/> Verge <input type="checkbox"/> Graffiti <input type="checkbox"/> Pests & Weeds <input type="checkbox"/> Pathways <input type="checkbox"/> Other: <i>(Complete below)</i>			
<i>If Other, please describe</i>					
Description of Request					
Tree Information					
Approx. tree width		<input type="checkbox"/> A few people could move it <input type="checkbox"/> You'll need a chainsaw & Ute <input type="checkbox"/> Call out the Loader & Truck <input type="checkbox"/> Other:			
Is the tree blocking traffic		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial Blockage			
SHIRE OFFICE USE (Officer taking Request to complete form till here and email to Records@ & Works.Service.Admin@)					
Officer Taking Request				Date	
SHIRE OFFICE USE (Administration Officer – Operations)					
Added to Register		<input type="checkbox"/> Yes <input type="checkbox"/> No		Synergy #	
Works Request #				Internal Works Job #	

WORKS & SERVICES

Request Allocated to			
Date Allocated			
Actions Taken			
Signature		Date Completed	

SHIRE OFFICE USE (Administration Officer – Operations)

Requesting Applicant Follow-up Completed	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
Follow-up	<input type="checkbox"/> Email <input type="checkbox"/> Phone <input type="checkbox"/> In Person <input type="checkbox"/> Letter		
Updated Register	<input type="checkbox"/> Yes <input type="checkbox"/> No	Synergy #	
Signature		Date	