

DPW Tracking #: \_\_\_\_\_

## PUBLIC WORKS DEPARTMENT SERVICE REQUEST

*Complete top portion and email to [mbennett@meredithnh.gov](mailto:mbennett@meredithnh.gov)*

DATE: \_\_\_\_\_ REQUESTOR NAME: \_\_\_\_\_

CALLER ADDRESS: \_\_\_\_\_

CALLER PHONE # \_\_\_\_\_ (Work/Home) CELL: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

Check one: (double click on box to check)

Taxpayer  Town Hall  Annex  Highway  Police  Library  PW Office  Fire  Parks & Rec  Water/Sewer  SW

**EMERGENCY:**  YES  NO

**SERVICE LOCATION:** \_\_\_\_\_

### **SERVICE REQUESTED**

GRADER  POTHOLEs  COLD PATCH  BRUSH CUT  TREE REMOVAL  
 SIGN DOWN  CATCH BASIN FULL  CULVERT PLUGGED  DITCHING  
 INSTALL NEW SIGN  SWEEPING  DEAD ANIMAL  SANDING/PLOWING  
 MAILBOX HIT  LIGHT REPLACEMENT  CARPENTRY/REPAIRS  PLUMBING  
 TRASH PICKUP  MOVING/LABOR  DEAD ANIMAL  DRAINAGE PROBLEM  
 ROOF LEAK  MAINTENANCE ITEM : \_\_\_\_\_  
 OTHER: \_\_\_\_\_  CALLER REQUESTS A CALL FROM: \_\_\_\_\_

Explain Request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Requested Date of Completion:** \_\_\_\_\_  ASAP  No Requested Date

*Public Works to fill out this section:*

### **Crew Assignment of Service Request and Action Taken**

Michael Faller, Public Works Director  
 Craig Hale- Highway & Solid Waste  Tyler Manville-Buildings and Grounds & Cemetery  
 Called Requestor and Discussed Date: \_\_\_\_\_ Initials: \_\_\_\_\_  
 Not Ours/Forward to Other Dept \_\_\_\_\_  
 No Action Being Taken (Give reason under comments section)

**SUPERVISOR HAS ASSIGNED WORK TO:** \_\_\_\_\_

**COMMENTS/INSTRUCTIONS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **DESCRIPTION OF WORK COMPLETED**

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

Cost of Materials: \_\_\_\_\_ Time Spent on Job: \_\_\_\_\_

Employees completing work: \_\_\_\_\_

**Date Work Completed** \_\_\_\_\_ **Supervisor sign off :** \_\_\_\_\_  
*DPW Employees Must Return completed & filled out form to their Supervisor, who will then return it to DPW Office*