

DPW Tracking #: _____

PUBLIC WORKS DEPARTMENT SERVICE REQUEST

Complete top portion and email to 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