

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

## **PUBLIC WORKS DEPARTMENT SERVICE REQUEST**

Complete top portion and e-mail to:

[mbennett@meredithnh.org](mailto:mbennett@meredithnh.org)

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: \_\_\_\_\_

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

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*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 ☐ Paul Ristaino-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*