



# CITY OF WHITING WORK ORDER FORM

This form should be used to request all new repairs and building or vehicle maintenance projects that requires the services of a City employee

Date: \_\_\_\_\_

Department Requested to Perform Work:

- Mechanic    Plumber    Electrician    General Street Dept.    General Park Dept.
- Building Maintenance Crew    Other

Is this an Emergency?    Yes    No      Authorize Overtime if Needed?    Yes    No

If Overtime is Required, Mayor's Approval Required: \_\_\_\_\_

Date Work Requested to be Completed by: \_\_\_\_\_

Description of Work:

Department Requesting Work: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Assigned to: \_\_\_\_\_ By: \_\_\_\_\_

Materials Needed to Complete Work: *(To be completed by Department performing work)*

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Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

Reason Unable to Complete as Requested: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

PLEASE FAX COMPLETED WORK ORDER BACK TO DEPARTMENT REQUESTING WORK

Fax Numbers: Garage 473-4643 – Park 473-1843 – Police 473-4442 – Fire 473-7572 – Court 473-4644

Basin 659-1870 – City Hall 473-4452 – Clerk-Treasurer 473-0799