



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 Runner/Procurement 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: _____

Completed by Department Performing Work - Materials Needed to Complete Work:

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