



# Recreation Maintenance Work Order

PPP

Location:

Emergency: **YES**                      **NO**

(All Emergency work orders need to be emailed and called in on phone)

Submitted By:

Date:

mm/dd/yyyy

Description of Problem (One issue per Work Order)

Additional Information to assist in locating / repairing the issue

Pictures Attached                      YES                      NO

If none attached Reason why

Date Received in Parks Maintenance

Received and Logged by

Work Order Number assigned

Description of work performed

Vendor Name & Invoice # (if Materials Purchased)

Date Work Completed

Work Completed By

Repair Location signature & Date that repairs are verified to be completed satisfactorily