



**HIGHWAY / SIDEWALK / DRAINAGE**

REQUEST FOR SERVICE

DATE: \_\_\_\_\_

- First Request
- Second Request

Please furnish a detailed description of the service(s) you are requesting:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Services requested by: Name: \_\_\_\_\_

Department: \_\_\_\_\_

Phone: \_\_\_\_\_

**DEPARTMENT OF ENGINEERING ONLY**

- Emergency** (*Work required to eliminate an emergency condition within 24 hours of notification that is detrimental to health, safety or operations*)
- Urgent** (*Work that is not an emergency, but must be responded to and completed, or materials ordered, with 7 calendar days of receipt. If materials are ordered, completion shall be within 7 calendar days after receipt of materials.*)
- Routine** (*Work that does not qualify as emergency or urgent work, but should be accomplished as soon as possible; i.e. no later than 30 calendar days after identifying requirement or receipt of materials.*)

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

**Action Taken / Comments:**

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