## City of King Public Works Department

Work Order Request Form						
Requesting Departmen	t	Requesting Individual			Phone N	Number
CATEGORY:		Parks/ Landscaping Street Trees	□ Sewer □ Swimr		-	idewalks rainage/ Illicit Discharge
LOCATION NAME: (Building, Park, Street, etc.):STREET ADDRESS:						
DATE SUBMITTED:						
PRIORITY:       MEANING:         Emergency       Situation/condition requires immediate action for safety purposes or will result in negative impacts to the environment						afety purposes or
<ul> <li>☐ High</li> <li>☐ High</li> <li>☐ Medium</li> <li>☐ Low</li> <li>☐ Low</li> <li>Situation/condition keeps you from performing your job properly/or is urgent in nature</li> <li>☐ Medium</li> <li>☐ Situation/condition can be worked around, but schedule soon</li> <li>☐ Low</li> <li>Situation/condition should be scheduled as time permits</li> </ul>						edule soon
REQUEST DESCRIPTION:						
		<b>BLIC WORKS DEPARTI</b>	MENT USE	ONLY BE	LOW	
TRACKING NUMBER:	1 2 3	D EMPLOYEE(S):	DATE:		/IENT	ESTIMATE JOB COMPLETION DATE:
Work approved by Public Works Department						
Public Works Supervisor Date						
Documentation of Work Performed						
EMPLOYEE NAME 1			E END	TIME	TO <sup>-</sup>	TAL PROJECT HOURS
2 3						
4 PROJECT NOTES:						
CUSTOMER NOTIFIED OF COMPLETED WORK-						

Please complete the top section of the form and return to the Public Works Department. Upon approval of the work request, the requesting Department will be notified of the approximate completion date.