## ParkS Division

# Facilities Maintenance Work Order

1. Complete the work order form with as much detail as possible.
2. Email the document to parksfm@cityofmadison.com **and** CC the appropriate Park Supervisor/Lead Worker. The Facilities and Operations staff will put your request in the queue.
3. When possible, include photos to best describe the situation.

|  |  |
| --- | --- |
| Date |       |
| Name |       |
| Section |       |
| Park Name |       |
| Location in Park |       |
| Nature of Request | [ ]  Carpentry |
|  | [ ]  Plumbing |
|  | [ ]  Welding |
|  | [ ]  Electrical |
|  | [ ]  Graffiti |
|  | [ ]  Other |
|  |       |