## 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](mailto: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 |
|  |  |