



WORK REQUEST

FROM: Admin _____ Community Area _____ Golf Maint. _____
Leased Property _____ Pro Shop _____ RV Park _____
Swimming Pool _____ Other: _____

REQUESTED BY: _____

PHONE: _____ **DATE** _____

If not an employee, please state name and affiliation, i.e., ranch resident, golfer, etc.

PLEASE PERFORM MAINTENANCE TO THE FOLLOWING:

PRIORITY: Emergency ___ Routine ___ Preventative ___ Improvement/Renovation ___

IS THERE A SAFETY HAZARD? Yes ___ No ___

ACTION TAKEN:

Below to be completed by Maintenance and a copy submitted to the Ranch Manager

MATERIALS REQUIRED:

COST:

BUDGETED ITEM? Yes ___ No ___ **ACCOUNT #** _____

ASSIGNED TO: _____ **SIGNATURE:** _____

START DATE: _____ **DATE COMPLETED:** _____ **SUPERVISOR:** _____

TOTAL TIME SPENT ON JOB: _____

CONTRACTOR: _____

ATTACH QUOTES/COST ESTIMATES TO BACK OF FORM