



# Shire of Pingelly

## WORKS REQUEST FORM

DATE: \_\_\_\_\_ URGENT  YES  NO

NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_ MOBILE: \_\_\_\_\_

POSTAL ADDRESS: \_\_\_\_\_

REQUEST LOCATION: \_\_\_\_\_

ROADS				ROAD VERGE			
BROKEN GLASS		LINE MARKING		BROKEN GLASS		RETICULATION	
CATS EYES		MAINTENANCE		FERTILIZING		RUBBISH	
CRACK SEAL		PATCHING / POTHOLE		GRAFFITI		SLASHING	
GRADING		RESEAL		GUIDEPOSTS		SPRAYING	
GRAFFITI		SHOULDERS		HEDGING		TREE REMOVAL	
GRAVEL REQUIRED		SPILL		MULCHING		TREE REPLACEMENT	
GUIDE POSTS		SWEEPING		PLANTING		TREE TYING	
KERB		TREE ROOTS		PRUNING		WEEDING	
DRAINS				FOOTPATHS			
BLOCKED		NEED INSTALLING		BROKEN		RUBBISH	
BROKEN PIPE		NEEDS HEADWALLS		FOREIGN MATERIAL		SHRUBS / TREES PRUNE	
BROKEN HEADWALL		RUBBISH		FRACTURED		SMASHED GLASS	
FLOODED		SLASHING		GRAFFITI		SWEEPING	
UPGRADE		SPRAYING		INSTALL		TRIP HAZARD	
NEED CLEANING OUT		SUNK		REINSTATE		UNEVEN	
SIGNS				WASTE			
FADED		MISSING		ADDITIONAL BIN		BIN MISSING	
DAMAGED		REQUIRED		BIN DELIVERY		BIN REMOVAL	
GRAFFITI		RELOCATE		BIN INSTALL		BIN VANDALISED	
INCORRECT / UPDATE		REPLACE		BIN MAINTENANCE		LITTER PICKUP	
PARKS							
BBQ'S		GRAFFITI		ROTUNDA		SPRAYING	
BENCHES		HEDGING		RUBBER SOFT FALL		TREE REMOVAL	
BOLLARDS		MOWING		RUBBISH		TREE REPLACEMENT	
CAR PARK		PLANTING		SAND		TREE TYING	
EDGING		PLAY EQUIPMENT		SHADE STRUCTURE / SAIL		VANDALISM	
FERTILIZING		PRUNING		SIGNS		VERGE	
GATES		RETICULATION		SLASHING		WEEDING	
SHIRE BUILDINGS							
AIR CON MAINTENANCE		CARPET CLEANING		INSECT SPRAYING		VANDALISM	
CLEANING		DOOR REPAIR		PAINTING		WINDOW REPAIR	
CEILING REPAIRS		GRAFFITI		PLUMBING		OTHER	

EXTRA DETAILS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**OFFICE USE ONLY**

RECEIVED BY: \_\_\_\_\_ DATE RECEIVED: \_\_\_\_\_

LOCATION REQUEST SUBMITTED

Depot  Email  Front Counter  Phone

REQUEST SUBMITTED BY

Councillor  Local Business  Resident  Staff

COMPLETED BY: \_\_\_\_\_ DATE COMPLETED: \_\_\_\_\_

ACTION TAKEN: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SUPERVISOR SIGNED: \_\_\_\_\_

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