

PCC Work request Form

Date of Request: _____

Work requested & description:

Person requesting work: _____

Level of Priority: (Check One)

Emergency/ Safety issue (Needs to be done immediately)

Need to repair to prevent long term damage

Would be nice to have done, but not a priority

Is this a budget item or capital request? _____

If budget item, please list which category/account: _____

Date work needs to be completed by: _____

Please submit this form to Bill Van de Water (Trustee Chairman)