

City of Rio Vista
Department of Public Works
 Phone: (707) 374-6451
 Fax: (707) 374-5063

WORK ORDER NO:



WORK ORDER

Requested By		
Name:	Date:	
Address:		
Home:	Hours to be reached if needed:	
Work:		
E-Mail:		
Description		
Building/Interior:	Building/Exterior:	Building/Other:
Pothole:	Traffic Light:	Weed Control:
Sidewalk:	Sweeping Needed:	Signs:
Drainage:	*Street Light:	Mowing:
Trees:	Sewer:	Other:
<i>*Street Light must include pole number or exact street address</i>		
Prepared By:	Date:	Time:
Assigned To:	Date Checked:	Time Checked:
Recommendation:		
Work Authorized By:		
Completed By:	Date:	Time:
Comments:		