

TOWN OF WESTFORD
WORK REQUEST

Your Town Board represents you and gives careful consideration to all issues involving the betterment of the community. You can advise the Town Board of a description of work that you feel the Town is responsible for along with the location of the work site by filing a Work Request form.

Work Request Forms are available at the Town Clerk office located at 1809 Co. Hwy. 34 and Supervisor located at 901 Co. Hwy. 36. A box is located in the hallway of the Town Hall/Fire House building for completed forms. All requestors will be notified if their request is approved or the reason for disapproval.

Please note, if your request involves an emergency situation which requires urgent handling you need to contact the Town Highway Superintendent. All other requests will be reviewed at the monthly Town Board meeting. Town Board meetings are held at 7:00 p.m. on the first Friday of each month, unless otherwise posted.

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TOWN OF WESTFORD

WORK REQUEST

Part I -- TO BE COMPLETED BY REQUESTOR

Requested By (print) _____

Address _____ Phone # _____

Location of Work Site _____

Description of Work _____

Signature _____

Date Requested _____ Completion Date Requested _____

PART II -- TO BE COMPLETED BY TOWN OF WESTFORD

Work Request # _____ Date Received _____ By _____

Work Assigned To _____

_____ Emergency _____ Urgent _____ Routine

_____ New _____ Repair/Rehab _____ Preventive Maintenance

_____ Approved _____ Disapproved _____ Delayed By _____

Reason for Disapproval _____

or Delay _____

Start Date _____ Date Completed _____

Work Completed By _____

Signature of Town Supervisor Certifying Completion _____