

*City of Albany*  
**MAINTENANCE CENTER**  
 548 CLEVELAND AVENUE , ALBANY, CA 94710  
 Phone: 524-9543 · Fax: 524-9722

**COMMUNITY DEVELOPMENT & ENVIRONMENTAL RESOURCES**

**WORK REQUEST**

Today's Date:

No.

CONTACT NAME:

PHONE:

STAFF NAME:

LOCATION  
OF PROBLEM:

DESCRIPTION:

RECEIVED BY MAINTENANCE MANAGER

Date:

Time:

**URGENT**  
(Health or Safety Issue?)

REFERRED TO:

Date:

Time:

YES    NO



ACTION(S) TAKEN:

DATE COMPLETED:

COMPLETED BY:

DATE RETURNED TO MAINTENANCE MANAGER:

FOLLOW UPS:

LETTER (init.):

DATE:

PHONE CALL (init.):

DATE:

IN PERSON (init.):

DATE:

It is the policy of this Department to complete urgent projects within 24 hours. Non-urgent projects will be completed within 10 (ten) working days, or the requesting party will be notified of the planned action and/or completion date.

White – Maintenance Personnel    Pink – Maintenance Manager    Blue – Extra (ERA)    Goldenrod - Originator