

Streetlight Outage and Maintenance Request Form

Instructions: Please complete this form to report a streetlight outage, damage, or other maintenance issues. Once completed, print this page and submit it to the Public Works Department.

1. Contact Information

Reporter Full Name:

Phone Number:

Email Address:

Date of Report:

2. Streetlight Location Details

Pole Number (metal tag located on the pole, if visible):

Nearest Street Address / House Number:

Nearest Intersecting / Cross Street:

City / Neighborhood:

Specific Landmarks or Location Notes (e.g., "in front of park", "near alleyway"):

3. Problem Description

Primary Issue (e.g., Completely Out, Flickering, On During Day, Broken Glass, Leaning Pole):

How long has this issue been occurring? (e.g., Days, Weeks, Unknown):

Additional Comments or Description:

4. Office Use Only

Received By:

Date Received:

Work Order Number: