

# Public Park Maintenance and Repair Request Form

Please fill out this form to report maintenance issues, safety hazards, or damage in city parks. Once completed, print and submit this form to the Parks and Recreation Department.

## Reporter Contact Information

Full Name:

Phone Number:

Email Address:

## Location of the Issue

Park Name:

Specific Location within the Park (e.g., near the playground, South shelter, walking trail):

## Issue Details

Date Observed (MM/DD/YYYY):

Category of Issue (e.g., Graffiti, Broken Playground Equipment, Fallen Tree, Plumbing, Trash):

Urgency Level (Low, Medium, or High):

Detailed Description of the Problem:

## For Office Use Only

Received By (Staff Name):

Date Received:

Work Order Number: