

Town of Canaan -- Maintenance Request

DATE _____

PROJECT NUMBER

TYPE OF WORK

(E- Electrical, C-Carpentry, PL- Plumbing, PA-Painting, CL-Cleaning, J-Janitorial, A-Administration, G - Grounds)

BUILDING / FACILITY:

(TO- Town office, L- Library, H- Highway, P-Police, F-Firestation, M-Museum, SC- Senior Ctr, O-Other)

Requested by: _____

PROJECT REVIEW

PRIORITY (High, Med or Low)

Estimated hours to complete project:

Estimated cost of Materials: (see attached sheet for details with large projects)

Is this project a SAFETY issue? (Y or N)

Does this project have appropriated dollars already assigned? (Y or N)

If YES, identify the article, grant or other means of approval.

PROJECT Accept or Reject

(All projects over \$1000 or 25 hrs labor need Manager approval)

ACCEPT by _____ Manager _____

REJECT by _____ Manager _____

Comments:

COMPLETED BY _____ DATE _____