



Chico Area Recreation & Park District

Work Service Request (WSR)

To ensure work is properly scheduled and prioritized, a Work Service Request must be submitted whenever additional assistance, project support, or repairs are needed.

<p>Examples of items that require a WSR:</p> <ul style="list-style-type: none"> • Repairs of equipment or facility • Assistance with moving large furniture • Special event or program support 	<p>Examples of requests NOT processed through a WSR:</p> <ul style="list-style-type: none"> • Safety hazards (contact maintenance immediately) • Wish list items or requests for future improvements
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WSR Process

1. Review your request with your immediate supervisor to obtain approval prior to submission.
2. Email the completed WSR to the appropriate maintenance Supervisor and copy the Assistant General Manager.
3. A member of the maintenance team will review your request, follow up as needed, and notify you upon completion.

Please submit one month prior to requested completion date.			Scope of Request
Date Submitted	Requested Completion Date	Requested by Name: Phone:	<input type="checkbox"/> Repair <input type="checkbox"/> Assistance Requested <input type="checkbox"/> Special Event <input type="checkbox"/> Program Support
Location (include facility name and specific location within the facility)			
Description (Please provide a detailed description of the request. If available, attach pictures, diagrams, or other supporting documents.)			
Has your direct supervisor approved this request? <input type="checkbox"/> Yes <input type="checkbox"/> No			