

**Yuulu?il?ath Government**  
P.O. Box 699 – Ucluelet, B.C.  
Phone: 250-726-7342 Fax: 250-726-7552

## WORK ORDER REQUEST

This form must be completed prior to any work being carried out by the Assets Department. Once complete please submit this form to Amelia Robinson by way of her mailbox at the Government House. Questions, please call Amelia (extension 203)

### THIS SECTION MUST BE FILLED OUT BY TENANT

Tenant: \_\_\_\_\_ Address: \_\_\_\_\_

Directed to (circle one):    **Public Works**    **Housing**    **Other:** \_\_\_\_\_

Date: \_\_\_\_\_ Authorized by: \_\_\_\_\_

Description of Work Required:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

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**THIS SECTION TO BE FILLED OUT BY Yuulu?il?ath GOVERNMENT STAFF**

- Problem Checked** Checked by: \_\_\_\_\_
- Repairs Done** Checked by: \_\_\_\_\_
- Parts/Materials to be ordered** Ordered by: \_\_\_\_\_

Notes:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Government Employee Signature

\_\_\_\_\_  
Date