

**OKOLONA FIRE DEPARTMENT  
WORK REQUEST FORM**

**Section one – To be completed by person requesting work**

**Clearly state the problem or explain what needs to be done. Include unit number if applicable.**

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**Person Requesting Work:** \_\_\_\_\_ **Date and time:** \_\_\_\_\_

**Circle Requested Priority:**      **High    Medium    Low\***

Send this form to Fire Chief either by fax or interdepartmental mail, make one copy for yourself.

**Section Two – To be completed by Fire Chief**

**Person Assigned Work:** \_\_\_\_\_ **Date and time:** \_\_\_\_\_

**Circle Assigned Priority:** **High    Medium    Low\***

Original sent to person assigned work, copy sent to requester

**Section Three – To be completed by person assigned work, upon completion of work  
Can also be used as a follow-up report**

**Describe what was done or what is being done:**

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**Person Assigned Work:** \_\_\_\_\_ **Date and time:** \_\_\_\_\_

**Date of Work Completion:** \_\_\_\_\_

**File original in appropriate maintenance/repair files, send copy to requester**

Priorities: High:    Equipment or item needing repair is out of service and cannot be used until the repairs are made.  
Medium:    if work is not completed within a reasonable amount of time, there is a likelihood of the equipment becoming out of service  
Low:    Work can be deferred until next scheduled regular maintenance

**Follow Up Responsibilities:**

**Person Assigned:** If you are unable to complete the requested work in 7 days, please attempt to speak with the person requesting work, and tell him why. If you are unable to do so, send an e-mail to the person.

**Person requesting work:** If the work is not done in 7 days of being assigned, and you have not been told the reason, please try to contact the person assigned the work. If you are unable to get with the person assigned, please let the fire chief know within 72 hours.