

- ☐ Fremont-Mills School District
☐ East Mills School District
☐ Glenwood School District
☐ Lewis Central School District
☐ Shenandoah School District
☐ Treynor School District

FOR: MILLS COUNTY ROADS DEPT.

Service Request & Work Order
FAX # (712) 527-5124

1. Source of Information *(to be completed by school district):*

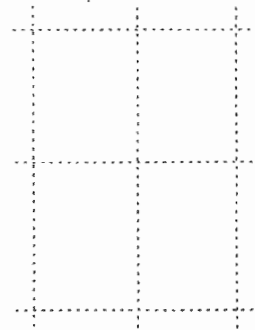
Name: _____
 Organization: _____
 Mailing Address: _____
 City, State, Zip: _____

Best time to call: _____
 Contact Person Phone: _____
 Fax #: _____

2. Location *(provide as much information as possible)*

Road ID: _____
 Route ID: _____
 Bridge ID: _____
 Twp-Rng-Sec: T _____ N - R _____ W - S _____
 Civil Township: _____
 Detailed Description: _____

4. Sketch or Map:



3. Description of Work Requested By:

- ☐ Superintendent
☐ Transportation Director
☐ School Bus Driver

Date FAX Sent: / /

A. MILLS COUNTY ROADS DEPT. *(to be completed by Roads Dept.):*

B. WORK ASSIGNMENT & INSTRUCTIONS:

Priority: _____ Completed By: _____

Assigned To: _____

Type of Work Requested:

- | | |
|--|---|
| ☐ Blade Rock | ☐ Sign Work |
| ☐ Request Rock | ☐ Brush Cutting |
| ☐ Ditching | ☐ Patching Holes |
| ☐ Bridge Repair | ☐ Trash Removal |
| ☐ Mowing | ☐ |

C. Work Completion Record *(to be filled-in by Foreman in-charge at end of job):*

Date Started: / / Crew ID & Size: _____ Sign Man: *use only*

Date Done: / / Crew Time: HRS/ Days Truck Miles _____ @ _____ =

Work Code: _____ Work Done: _____ HRS Labor _____ @ _____ =

Per Time Sheet Quantity Units Sign Cost _____ @ _____ =

Post Cost _____ @ _____ =

Total Cost _____ =

Person From School District: _____ Purchase Order #: _____

Authorized Signature: _____