



Township of EDISON

Department of Public Works

Thomas Lankey, *Mayor*

100 Municipal Blvd

Edison, NJ 08817

Tel: (732) 248-7288

Fax: (732) 287-8345

Edison Department of Public Works

Work Order Request

All requests for any work to be done by this department must be submitted to the Edison Department of Public Works on the form below

DATE: 1/24/19

Clear Form

DEPARTMENT: Animal Shelter

PERSON MAKING REQUEST: Becky Snyder

NATURE OF WORK TO BE DONE:

1. See if seal can be repaired on freezer or if new freezer needs to be purchased. If new freezer should be purchased please obtain quote.
2. Follow up on front pen gate & fencing asap as dogs are able to escape.

Please note: All work that must be done by outside contractors (example: heating units, overhead doors, air conditioners, etc.) MUST be cleared through this office and MUST be signed by the maintenance supervisor of the Department of Public Works. Otherwise the bills for these jobs will not be accepted for payment through this department.

-----Public Works Use Only-----

Personnel Responding: Frank B & John R

Date: 1/30/2020 Time In: _____ Time Out: _____

Date: _____ Time In: _____ Time Out: _____

Date: _____ Time In: _____ Time Out: _____

Date Completed: _____

Any additional findings: found ice build up, but no damage to seal.
(Please defrost unit) Please see pictures for rust)



Township of EDISON

Department of Public Works

Thomas Lankey, *Mayor*

100 Municipal Blvd

Edison, NJ 08817

Tel: (732) 248-7288

Fax: (732) 287-8345

Edison Department of Public Works

Work Order Request

All requests for any work to be done by this department must be submitted to the Edison Department of Public Works on the form below

DATE: 5-10-19

DEPARTMENT: Animal Shelter

PERSON MAKING REQUEST: K. Briggs

NATURE OF WORK TO BE DONE:

Our hot water heater is not working.

Please note: All work that must be done by outside contractors (example: heating units, overhead doors, air conditioners, etc.) MUST be cleared through this office and MUST be signed by the maintenance supervisor of the Department of Public Works. Otherwise the bills for these jobs will not be accepted for payment through this department.

-----Public Works Use Only-----

Personnel Responding: _____

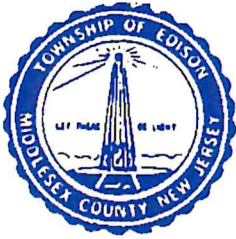
Date: _____ Time In: _____ Time Out: _____

Date: _____ Time In: _____ Time Out: _____

Date: _____ Time In: _____ Time Out: _____

Date Completed: _____

Any additional findings: _____



Township of EDISON

Department of Public Works

Thomas Lankey, *Mayor*

100 Municipal Blvd

Edison, NJ 08817

Tel: (732) 248-7288

Fax: (732) 287-8345

Edison Department of Public Works

Work Order Request

All requests for any work to be done by this department must be submitted to the Edison Department of Public Works on the form below

DATE: 11/25/19

Clear Form

DEPARTMENT: Animal Shelter

PERSON MAKING REQUEST: Becky Snyder

NATURE OF WORK TO BE DONE:

Fence around dog run does not have a top bar, dogs are able to escape.

New fence to be built in that area.

Please note: All work that must be done by outside contractors (example: heating units, overhead doors, air conditioners, etc.) MUST be cleared through this office and MUST be signed by the maintenance supervisor of the Department of Public Works. Otherwise the bills for these jobs will not be accepted for payment through this department.

-----Public Works Use Only-----

Personnel Responding: _____

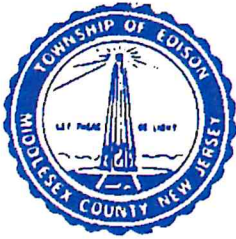
Date: _____ Time In: _____ Time Out: _____

Date: _____ Time In: _____ Time Out: _____

Date: _____ Time In: _____ Time Out: _____

Date Completed: _____

Any additional findings: _____



Township of EDISON

Department of Public Works

Thomas Lankey, *Mayor*

100 Municipal Blvd

Edison, NJ 08817

Tel: (732) 248-7288

Fax: (732) 287-8345

Edison Department of Public Works

Work Order Request

All requests for any work to be done by this department must be submitted to the Edison Department of Public Works on the form below

DATE: 1-2-31

Clear Form

DEPARTMENT: Animal Shelter

PERSON MAKING REQUEST: Becky Snyder

NATURE OF WORK TO BE DONE:

Alarm at shelter not working.

Please note: All work that must be done by outside contractors (example: heating units, overhead doors, air conditioners, etc.) MUST be cleared through this office and MUST be signed by the maintenance supervisor of the Department of Public Works. Otherwise the bills for these jobs will not be accepted for payment through this department.

-----Public Works Use Only-----

Personnel Responding: _____

Date: _____ Time In: _____ Time Out: _____

Date: _____ Time In: _____ Time Out: _____

Date: _____ Time In: _____ Time Out: _____

Date Completed: _____

Any additional findings: _____

Email requests to: publicworks@edisonnj.org

Edison Department of Public Works

Work Order Request

All requests for any work to be done by this department must be submitted to the Edison Department of Public Works on the form below

DATE: 6/18/19

DEPARTMENT: Animal Shelter

PERSON MAKING REQUEST: Amy Ray

NATURE OF WORK TO BE DONE: Air conditioner (in wall) of cat treatment room leaking all over the room.

Please note: All work that must be done by outside contractors (example: heating units, overhead doors, air conditioners, etc.) MUST be cleared through this office and MUST be signed by the maintenance supervisor of the Department of Public Works. Otherwise the bills for these jobs will not be accepted for payment through this department.

-----Public Works Use Only-----

Personnel Responding: _____

Date: _____ Time in: _____ Time Out: _____

Date: _____ Time in: _____ Time Out: _____

Date: _____ Time in: _____ Time Out: _____

Date Completed: _____

Any Additional findings: _____

