



FACILITY/PARK MAINTENANCE REQUEST

Please complete this form to report any concerns, suggestions or improvements regarding the maintenance of facilities and/or playing fields and forward to the Community Development Coordinator.

If you require more space please use reverse side of form. Thank you for your assistance.

Facility/Park: _____ Date: _____
(YY/MM/DD)

Please describe fully the nature of the maintenance concern. Use a sketch if appropriate.

Submitted By: _____

Home Tel: _____ Bus. Tel: _____

Organization Name: _____

Address: _____

Postal Code: _____ Fax: _____

Would you like a response? Yes No Email: _____

Thank you for helping to keep our parks and facilities clean, safe and enjoyable for all.

Office Use Only	
Date: _____ (YY/MM/DD)	
Action taken: _____ _____ _____	
_____ Supervisor	_____ Manager

The personal information on this form is collected under the authority of the Municipal Act, as amended. The information is used for the purpose of processing this maintenance request. Questions regarding the collection of this information should be directed to the Town's Records/FOI Coordinator.