

SEWER MAIN/SERVICE PROBLEMS

DATE: 2/6/08 TIME: 7:07 PM

NAME: \_\_\_\_\_

ADDRESS: 232 East Pleasant St

COMPLAINT RECEIVED BY: Ken Bortus

PROBLEM: Owner's

COMPLAINT REFERRED TO: Keith Longo FOR ACTION

ACTION TAKEN: # checked main was fine

Talked to owner

If the problem is on Town property, the employee in charge shall make contact with the property owner or tenant to explain what the problem was and the action taken by the Public Works Department to correct the stoppage.

If the problem is on private property, the employee in charge shall be responsible for notifying the property owner and/or tenant so they can be aware of the situation.

All reports shall be turned into the office on a daily basis.

Keith Longo  
Foreman/Employee in Charge (Signature)