



City of Umatilla

700 6th Street, PO Box 130, Umatilla, OR 97882
City Hall (541) 922-3226 Fax (541) 922-5758

UMATILLA MARINA WORK ORDER REQUEST

Work orders will be completed according to urgency or as received. Our overall goals are to schedule and complete these services in a timely manner.

PLEASE FILL OUT THIS SECTION COMPLETELY

REQUESTOR NAME:	PHONE:
DOCK SLIP #	EMAIL:
MAILING ADDRESS:	CITY:
STATE/ZIP:	

LOCATION:	REQUEST DATE:
CATEGORY OF REQUEST: GENERAL MAINTENANCE	ELECTRICAL
	CLEANING

DESCRIBE YOUR REQUEST:

WORK AUTHORIZED BY: _____ SIGNATURE: _____

TO BE COMPLETED BY CITY STAFF ONLY

DATE ORDER TAKEN: _____	DATE COMPLETED: _____
WORK ORDER #: _____	EMPLOYEE SIGNATURE _____
WORK PERFORMED BY: _____	SUPERVISOR SIGNATURE _____
ADDITIONAL COMMENTS: _____ _____	