



GARWOOD SHADE TREE WORK REQUEST FORM
2017

DATE _____ RECEIVED BY _____

NAME _____ ADDRESS _____

LOCATION (if different from address) _____

HOME PHONE _____ WORK PHONE _____

EMAIL ADDRESS: _____

NOTE: REQUESTS FILED FROM JAN 1, 2017 THROUGH DEC 31, 2017 WILL BE CONSIDERED FOR INCLUSION ON THE 2018 MAINTENANCE CONTRACT.

WORK REQUESTED/REMARKS _____

FOLLOW UP:

INSPECTION DATE: _____ BY: _____

CONDITION: _____ WIRES: _____ REQUEST PUBLIC SERVICE: Y / N

RECOMMENDATION: Removal _____ Grind Stump _____ Trim/Prune _____

Elevate/Clear house _____ Remove dead wood _____ Thin _____

Spray _____ Clear wires _____ **Tree Size Diameter:** _____

Other (specify) _____

Work to be done by: _____ DPW _____ CONTRACTOR _____

CIRCLE ONE

REMARKS TO RESIDENT/ADDITIONAL NOTES: _____

(SEE BACK FOR ADDITIONAL INFORMATION)

After you have filed your work request:

The Inspection will be assigned and conducted soon. A copy of the recommendation will be mailed to you.

Sidewalk issues are reviewed and referred to the Borough Engineer, who is responsible for addressing those issues.

The Department of Public Works can do some work requests for lighter maintenance. When that is the case, those requests can be honored within a short period. In extreme cases, we sometimes declare an emergency and work is done immediately. However work that will be done as part of the Annual Maintenance Contract is awarded annually. ***EXAMPLE: WORK TO BE DONE AS PART OF THE 2017 MAINTENANCE CONTRACT IS BASED ON WORK REQUESTS FILED BETWEEN JANUARY 1, 2016 THROUGH DECEMBER 31, 2016.***

THEREFORE, ANY WORK REQUESTS FILED BETWEEN JANUARY 1, 2017 AND DECEMBER 31, 2017 WILL BE CONSIDERED FOR INCLUSION ON THE “2018” MAINTENANCE CONTRACT UNLESS THE SHADE TREE DEPARTMENT DEEMS IT AN EMGERENCY.

PLEASE CALL THE SHADE TREE DEPARTMENT AT 908-789-0710 IF YOU HAVE ANY QUESTIONS.

Copy of completed form mailed to resident on:

Signature of Employee: