## Town of Canaan -- Maintenance Request

<table>
<thead>
<tr>
<th>DATE</th>
<th>PROJECT NUMBER</th>
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**TYPE OF WORK**
- (E - Electrical, C - Carpentry, PL - Plumbing, PA - Painting, CL - Cleaning, J - Janitorial, A - Administration, G - Grounds)

**BUILDING / FACILITY**
- (TO - Town office, L - Library, H - Highway, P - Police, F - Firestation, M - Museum, SC - Senior Ctr, O - Other)

Requested by: ________________

### PROJECT REVIEW

<table>
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<tr>
<th>PRIORITY (High, Med or Low)</th>
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Estimated hours to complete project:

Estimated cost of Materials: (see attached sheet for details with large projects)

Is this project a SAFETY issue? (Y or N)

Does this project have appropriated dollars already assigned? (Y or N)

If YES, identify the article, grant or other means of approval.

### PROJECT Accept or Reject

(All projects over $1000 or 25 hrs labor need Manager approval)

- **ACCEPT**
  - ACCEPT by ________________________________  
  - Manager ________________________________

- **REJECT**
  - REJECT by ________________________________  
  - Manager ________________________________

Comments:

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### COMPLETED BY ________________________________  DATE ________________________________