



**Work Order**

Job #: \_\_\_\_\_  
Page \_\_\_\_ of \_\_\_\_\_

\_\_\_\_\_  
Congregation

Home Owner Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Telephone Number(s): \_\_\_\_\_

Work Request & Waiver form on file? Yes \_\_\_\_ No \_\_\_\_

Assessment Completed By: \_\_\_\_\_ Date: \_\_\_\_\_

Assessor Comments; \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Work to be done: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Equipment or Tools Required: \_\_\_\_\_

\_\_\_\_\_

**WORK REPORT**

*To Be Completed by Team Leader*

Team Leader: \_\_\_\_\_ Date of Work: \_\_\_\_\_

Work Remaining: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Number of Trees <18": \_\_\_\_\_ Number of Trees >18" \_\_\_\_\_

Number of volunteers: \_\_\_\_\_ x hours worked \_\_\_\_\_ = Total Hours: \_\_\_\_\_

Number of skid-steers: \_\_\_\_\_ x hours worked \_\_\_\_\_ = Total Hours: \_\_\_\_\_

Aerial lift hours: \_\_\_\_\_ Number of tarps: \_\_\_\_\_

(Note: Record only 1 day of work on a job per Work Order. Use reverse side to record additional notes, including names of volunteers present at job site.)