

OUTDOOR LIGHTING OUTAGE / MAINTENANCE REPORT

Municipality / Customer Name: _____

Date: _____

Address: _____

Telephone: _____

Fax: _____

Contact Name: _____

Please provide as much location and problem information as possible to locate the light and expedite the repairs.
 Help us locate the light. If we cannot find it, we cannot repair it.

Pole Number	Street Name	House Number	Cross Street / Directions	Problem Reported	Comments

Problem Reported:

- | | | | |
|-----------------------------|---------------------------------|---|-------------------------|
| 1. Light Out Single | 4. Light Burning During the Day | 7. Pole Knocked Down /
Missing-Non-Emergency | 9. Pole Painting Needed |
| 2. Lights Out – Multiple | 5. Light Dim / Noisy | 8. Pole Damaged / Leaning | 10. Circuit Issue |
| 3. Light On & Off (Cycling) | 6. Light Missing / Damaged | | 11. Other |

If Problem Reported code number "11 Other" is used, *Comments* must be included to explain the problem. If more space is needed, please attach additional sheets.