

**STOREY COUNTY PUBLIC WORKS  
FACILITY MANAGEMENT SECTION  
PROJECT ASSISTANCE REQUEST**

B&G PROJECTS AND OPERATIONS

<b>NUMBER:</b>	<b>007-F</b>
<b>EFFECTIVE DATE:</b>	<b>10-6-09</b>
<b>REVISED:</b>	<b>04/03/24</b>
<b>AUTHORITY:</b>	<b>BOCC</b>
<b>COUNTY MANAGER:</b>	<b>AO</b>

DATE: DEPARTMENT:

LOCATION/BLDG:

PROJECT NAME:

DESCRIPTION OF PROJECT:

DATE NEEDED: PRIORITY LEVEL:  
(SOON/RUSH & ASAP ARE NOT DATES)

CONTACT PERSON:

TELEPHONE NUMBER:

ARE BUDGET DOLLARS AVAILABLE FOR THIS PROJECT: YES  NO

IF YES BUDGET ACCOUNT NUMBER TO USE:

**IF NO COUNTY MANAGER/COMPTROLLER APPROVAL REQUIRED**

DEPARTMENT HEAD/REPRESENTATIVE

**NOTE:**

- \*\* Submit all requests as far in advance as possible before date needed.
- \*\* Emergency requests will be accepted by calling 847-0958 please follow-up with written request.
- \*\* Only requests from department head or designated representative will be accepted.

**RETURN COMPLETED FORM TO  
PUBLIC WORKS OFFICE OR FAX TO: 847-0947  
OR E-MAIL TO: PUBLICWORKS@STOREYCOUNTY.ORG**

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**FOR OFFICE USE ONLY**

REQUEST RECEIVED: PROJECT APPROVED:  
PROJECT START DATE: PROJECT COMPLETE DATE:  
PROJECT COST: