



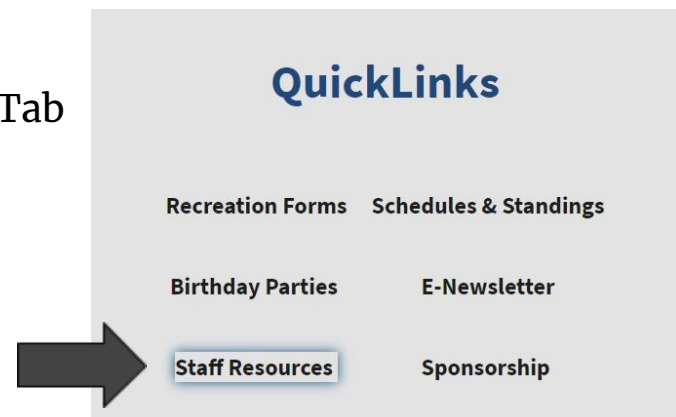
Recreation & Community Services Department

1205 S 70th St, West Allis, WI 53214 (414) 604-4900 www.wawmrec.com

FACILITY MAINTENANCE REQUEST INSTRUCTIONS

1. Please Visit Or Website at - www.wawmrec.com

2. Please Visit the “Staff Resources” Tab



3. Please click on the Request Link under the “Facility Maintenance Request” Tab



4. Follow the link to the Google Form and fill out the required information. You will be asked for your Name & Email Address. You will also be asked to name the Location of the Maintenance Issue and Describe the issue in detail. *Please remember to be descriptive in your response to ensure we get all of the needed information and can provide a quick and easy response! & Don't forget to click "SUBMIT"*

If needed, please contact Dustin Smith with additional information or to provide pictures of the issue. You may reach him at smitdu@wawmsd.org or 414.797.3806