

Work Request Form

The Westbury Community Garden has a Planning Committee and a Central Plan. All proposed work which would change or add to any physical feature, temporarily or permanently, must be approved in writing by the WCG President and the Planning Committee. This includes work to: plant, build, assemble, modify, deliver, or store plants or materials in any area outside an individually leased bed.

The purpose of an extensive, detailed plan for land use is to provide thoughtful, researched layouts to:

- | | |
|-----------------------------|--|
| *provide efficient land use | *provide safe entering, leaving, and parking |
| *manage expenses | *manage work load on committee members |
| *provide visual pleasure | *prevent expensive undos and redos in the future |

Project Manager(s) Name(s): _____

Contact Info: phone _____ e-mail _____

Title of Project _____

Purpose & Description of Project _____

(use separate sheet for more space)

Work done by: _____

Estimated Cost \$ _____ (attach itemized list of costs)

Funding Source: _____ **OR**

Bid #1 \$ _____ Bid #2 \$ _____ Bid #3 \$ _____ (copies attached)

Future maintenance by: _____

Future maintenance cost-estimated _____/year

Project Manager's Signature _____ Date _____

SUBMIT THIS COMPLETED FORM
TO PRESIDENT and/or PLANNING COMMITTEE FOR APPROVAL.
DELIVERY MAY BE BY HAND, E-MAIL (president@westburycommunitygarden.org,
OR REGULAR MAIL (5322 West Bellfort, #107, Houston, TX 77035).

President and Planning Committee Response:

Approved: Yes _____ No _____ Date _____

Committee Comments or request for more info _____

President, Westbury Community Garden _____ Date _____