Water/Sewer Customer Complaint Log

Date: ____________   Person taking Complaint ____________
Time: ______________

Problem reported by: __________________________
Location: ____________________________________
Phone: ______________________________________
Nature of Complaint:

Complaint given to: __________________________
Date: ______________
Time: ______________

Date of Investigation: ________________   Done by: ________________
Time of Investigation: ________________
Results of Complaint Investigation:

Completion Date of corrective action: ____________   Done by: ____________
Time of completion ________________
Actions taken to correct problem:

Customer notification after correction.
Date: ______________
Time: ______________

Done by: ____________