

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: _____

Done by: _____

Time: _____