

# Resident Correspondence Log

General										
Date:					Time : <span style="float: right;">AM/PM</span>					
Resident Name:					Email:					
Resident Address:					Phone:					
Details of Correspondence										
Nature of Correspondence (check all that apply): <input type="checkbox"/> Odor <input type="checkbox"/> Noise <input type="checkbox"/> Truck Traffic <input type="checkbox"/> Other										
Location if different from address (address, cross streets, landmarks, etc.): <i>Where were you when you smelled the odor/heard the noise?</i>										
Date of Condition:			Time of Condition:		AM/PM		Duration:		hours	minutes
Odor Intensity Scale		1	2	3	4	5	6	7	8	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Very faint		Light		Moderate		Very Strong		
Odor Description: (check all that apply)		<input type="checkbox"/> Rotting Cabbage		<input type="checkbox"/> Sour		<input type="checkbox"/> Manure/Farmyard		<input type="checkbox"/> Ammonia		
		<input type="checkbox"/> Sewer/Sewage Like		<input type="checkbox"/> Earthy/Musty		<input type="checkbox"/> Sweet Fragrance		<input type="checkbox"/> Chemical/Solvent		
		<input type="checkbox"/> Rotten Egg/Sulphur		<input type="checkbox"/> Bleach/Chlorine		<input type="checkbox"/> Other _____				
Weather Conditions:		Temperature _____		Wind Speed:		<input type="checkbox"/> Calm		<input type="checkbox"/> Moderate Wind (5-15 mph)		
		Wind Direction _____				<input type="checkbox"/> Light Breeze (1-5 mph)		<input type="checkbox"/> Strong Wind (15+ mph)		
Comments:										
Would you like a response?:    YES    NO										

Please email completed form to [WebCorrespondence@gbww.org](mailto:WebCorrespondence@gbww.org)

Response to Customer (for Authority use only)			
Was Customer contacted?: <input type="checkbox"/> YES <input type="checkbox"/> NO		Date:	Time: <span style="float: right;">AM/PM</span>
Comments:			
Management Signature:			