

# **\*\* ANNOUNCING \*\***

## ***Survey Crew Now Available Through SmartParks AND Report Encroachments Through SmartParks***

Beginning April 11, 2005 the PDD Survey Crew will be available through the SmartParks system. Suspected encroachments should also be reported using SmartParks. To initiate a Work Request for boundary work or utility locations, you must call the SmartParks Service Center at (301) 670-8080. This holds true for both CIP and Operating Budget requests.

### **Instructions**

When calling the Service Center for survey work, please provide the following information:

1. ADC map and grid for the work
2. Park name and code
3. Detailed description of the work requested
4. CIP account number, if needed

This information may also be faxed to the Service Center at (301) 670-8150. Once the request has been submitted through the Service Center, a Work Request is initiated.

**Important:** If you have maps, plans, or other supporting documentation for the Survey Crew, please reference the work number on the documents, and forward them to Kenneth Becraft, *after* the request has been submitted through the Service Center.