

CITY OF BROOKFIELD – CEMETERY GRAVE DIGGING WORK ORDER

Rose Hill Cemetery

City of Brookfield, Missouri

660-258-3377 • tsportsman@brookfieldcity.com

1. Work Order Information

Work Order No.: _____

Date Issued: _____

Issued By (City Staff): _____

2. Deceased Information

Name of Deceased: _____

Date of Birth: _____

Date of Death: _____

3. Burial Details

Cemetery Section: _____

Lot No.: _____

Space/Grave No.: _____

Type of Burial (check one):

- ☐ Standard Full Burial
- ☐ Cremation
- ☐ Infant
- ☐ Disinterment
- ☐ Reinterment

Requested Date of Service: _____

Requested Time: _____

Funeral Home: _____

Funeral Home Contact: _____

Phone: _____

4. Grave Specifications

Required Depth:

- ☐ Standard (as required by state law and cemetery regulations)
- ☐ Double Depth (if applicable)
- ☐ Infant
- ☐ Cremation (crypt/vault location indicated above)

Vault Type: _____

Special Instructions: _____

5. Contractor Information

Assigned Grave Digger/Contractor: _____

Phone: _____

Contract Price: \$ _____

(Per the City-approved contracted rate schedule.)

6. City Verification Checklist

City Staff must verify the following before releasing the work order:

✓ **Lot ownership verified** (deed/records)

✓ **Space availability confirmed**

✓ **Fees collected** (check one):

- ☐ City Fee: \$ _____

- ☐ Paid by: ☐ Funeral Home ☐ Family

✓ **Burial Permit received**

✓ **Grave location marked on site**

✓ **Contractor notified and confirmed**

Staff Initials: _____ **Date:** _____

7. Completion Section (Contractor)

Excavation Start Time: _____

Completion Time: _____

Backfill Completed: ☐ Yes ☐ No

Topsoil/Seed Applied: ☐ Yes ☐ No

Any Issues Encountered: _____

Contractor Signature: _____

Date: _____

8. City Staff Final Inspection

Inspection Completed By: _____

Date: _____

Comments: _____

9. Billing & Documentation

Invoice No.: _____

Amount Due: \$ _____

Paid On: _____

Payment Method:

- ☐ City-issued check
- ☐ Funeral home reimbursement
- ☐ Other: _____

Filed By: _____

Date Filed: _____