

*This log should be maintained for all instances in the order that they occur,  
and copied or scanned to be added to market records.*

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Market Location: \_\_\_\_\_

Details of ADA Request: \_\_\_\_\_

Market Personnel Involved: \_\_\_\_\_

Action Taken by Market Personnel: \_\_\_\_\_

\_\_\_\_\_

Reasons why request was not fulfilled (if any): \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Market Location: \_\_\_\_\_

Details of ADA Request: \_\_\_\_\_

Market Personnel Involved: \_\_\_\_\_

Action Taken by Market Personnel: \_\_\_\_\_

\_\_\_\_\_

Reasons why request was not fulfilled (if any): \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Market Location: \_\_\_\_\_

Details of ADA Request: \_\_\_\_\_

Market Personnel Involved: \_\_\_\_\_

Action Taken by Market Personnel: \_\_\_\_\_

\_\_\_\_\_

Reasons why request was not fulfilled (if any): \_\_\_\_\_

\_\_\_\_\_