



NAVFAC FE PWD Sasebo



Updated: 13 JUN 2011

Work Request Form

Part 1 - Customer Input (Complete Part 1 and submit to NAVFAC FE PWD Work Reception & Control Section)

In response to your work request, the following questions are submitted to gather information to prioritize, plan, and begin working on your request. The following informations are needed before we can begin creating a job plan for Contract/In-House/Others and drastically reduces the amount of back-and-forth correspondence needed to turn your requirement into a subject job plan. Thank you for your help and the faster you can return these answers the sooner we can get started working on your request. Some follow on questions will be needed to clarify the requirement however the intent of these questions are to gather the necessary information to develop the basic job plan. Please be very specific with your answers. We can't be sure that we will accomplish your job by the Required Completion Date but we'll try to make a go of it. Thank you for your understanding and help.

(1) Requesting Activity: (2) Date: (3)Cust Ref#:

(4) Requestor's Name : (5) Phone Number : (6) Email Address :

(7) Fiscal POC's Name : (8) Phone Number : (9) Email Address :

(10) Location (BLDG#): (11)Floor: (12) Room #:

(13) Requirement Statement and Description of Problem : (14) Request for : Cost Estimation Performance of Work

* All work requests will be responded to on a "first-come/first-served" basis unless the customer requests for "Required Completion Date" with proper justification.

(15) Required Completion Date : (16) Cust Prio#: (17) Command Interest?: Yes No

(18) Justification for Required Completion Date and Impact if Not Provided by that Date :

(19) Working Time Limitation?: (20) Outage Limitation (Elect, Water, Steam, A/C, etc.)?:

(21) Chargeable Fund Source/JON : (22) Date Fund Available (If customer fund):

Supporting information : Drawings, Pictures, Site Maps, Current SOPs, Historical Data, Equipment Manuals, Deficiency reports, etc. And if are there any special instructions, regulations, or guidelines that must be followed? Please include a copy in either electronic format or hardcopy.

(23) Supporting Information : Drawing/Sketch Pictures/Site Maps SOPs/Historical Data Equipment Manuals
 Deficiency reports Study/Inspection Report/PMI Report Instructions/regulations/guidelines Other

(24) Maint Representative's Name : (25) Signature :