WHEN FINISHED, PLEASE EMAIL TO:
M-AT-NAVFAC-TROUBLE_CALL@fe.navy.mil

WORK REQUEST (MAINTENANCE MANAGEMENT)

NAVFAC 9-11014/20 REV. 2-68) S/N 0105-LF-002-7510

Supersedes NAVDOCKS 2351

(PW Department see Instructions in NAVFAC MO-321)

Requestor see Instructions on Reverse Side

PART I --- REQUEST (Filled out by Requestor)

1. FROM	2. REQUEST NO.
3. TO FMD REQUIREMENTS	4. DATE OF REQUEST
5. REQUEST FOR ☐ COST ESTIMATE ☐ PERFORMANCE OF WORK	5a. REQUEST WORK START
6. FOR FURTHER INFORMATION CALL	7. SKETCH / PLAN ATTACHED ☐ YES ☐ NO

8. DESCRIPTION OF WORK AND JUSTIFICATION (Including location, type, size quantity, etc.)

1. DISCRIPTION OF WORK:

2. JUSTIFICATION:

3. REQUEST PRIORITY:

4. DESIRED COMPLETION DATE:

9. FUNDS CHARGEABLE	10. SIGNATURE (Requesting Official)

PART II - COST ESTIMATE
(Filled out by Maintenance Control Division if estimate requested)

11. TO:	12. ESTIMATE NO.

13. COST ESTIMATE	14. SKETCH/PLAN ATTACHED ☐ YES ☐ NO
a. Labor $	15.
b. Material $	☐ APPROVED. PROGRAMMING TO START IN _____
c. Overhead and/or Surcharge $	☐ APPROVED. BASED ON PRESENT WORKLOAD, THIS JOB CANBE PROGRAMMED TO START IN _____ IF
d. Equipment Rental/Usage $	AUTHORIZED BY 25TH OF _____ AND FUNDS ARE MADE AVAILABLE.
e. Contingency $	☐ DISAPPROVED. (See Reverse Side)
f. TOTAL $	16. SIGNATURE / 17. DATE

PART III - ACTION (Filled out by Requestor)

18. TO:

19. AUTHORIZATION TO PROCEED IS ATTACHED (*Check one if other than PW funds are involved*) ☐ NAVCOMPT 140 ☐ OTHER	20. WORK REQUESTED ☐ HAS BEEN CANCLED ☐ HAS BEEN DEFERRED ☐ WILL BE PERFORMED BY OTHERS
21. SIGNATURE	22. DATE