

Base Cape Cod FED Work Request

Complete the form below to enter a Facilities Work Request. If you have an emergency, please call 968-6488. Examples of emergencies are complete loss of A/C in a building, serious water leaks, loss of electrical power, broken locks or glass related to building security, etc.

Date:

LOCATION:

(Example: Bldg 5215, 5740 Kelly St, Exchange, Cross section of Hospital Rd & Turpentine, etc)

IF HOUSING UNIT, DO WE HAVE PERMISSION TO ENTER IF RESIDENT IS NOT HOME?

YES

NO

NOTE:

(Example: Call first, beware of dog, etc)

SPECIFIC LOCATION OF ISSUE:

(Example: Room 112, Dental Office, Master bath, etc)

WORK REQUEST DESCRIPTION: (please be as descriptive as possible and feel free to include pictures as a separate attachment)

REQUESTOR'S RANK/NAME:

REQUESTOR'S UNIT & BRANCH:

REQUESTOR'S EMAIL:

REQUESTOR'S PHONE:

To submit this document, save a copy of your completed file to your desktop, attach to your email, and submit your request to this FACENG email address for processing:

BCC-WORK-REQUEST@USCG.MIL