

DEPARTMENT OF HOMELAND SECURITY
 UNITED STATES COAST GUARD
ELECTRONIC WORK ORDER REQUEST GUIDE

Originator's Name:		Date:	(mm/dd/yyyy)
Housing/Building:		Room #:	
Work Phone:		Cell Phone:	
Email Address:			
Best Time to Visit (0730-1530):			
Work Required:	(Select One)		

PROBLEM DESCRIPTION / DETAILS / SPECIAL INSTRUCTIONS

1) Brief Description of Discrepancy and/or Work Required:

2) Special Instructions (To include access, authorization, times):

3) Does the maintenance Technician have authorization to enter the unit in the resident's absence?: YES NO

4) Do you desire a call from the Maintenance Technician before he/she arrives? YES NO

If there are pets in the home, request that they are properly crated and/or secured prior to the Maintenance Technician's arrival.

INSTRUCTION ON HOW TO SUBMIT FORM

1. Prior to sending the form via the "Email Form" button, save the file as "Electronic Work Order Request" onto your computer for your records.
2. Send the file by clicking on the "Email Form". A pop-up will open. Click "Continue."
3. Make a note in the email if you desire a call from the maintenance technician before arriving.

NOTES:

1. Maintenance personnel will contact you to coordinate the service call. They will NOT enter your residence unaccompanied unless YOU Authorize it on your request.
2. Management personnel and subcontractors will NOT enter a home if minors are present and not accompanied by an adult.

EMERGENCIES

For EMERGENCIES, please, call: (787) 890-8470 or (787) 890-8400 ext 8518 / 8501 / 8462.
AFTER HOURS, call the OOD at (787) 890-8472 or (787) 890-8400 ext 8525.

Privacy Act Statement

Authority: Section 515 P.L. 84-161 authorizes the collection of this information.

Purpose: The Coast Guard will use this information to contact residents and complete preventive and corrective maintenance to housing units on a federal installation (USCG Air Station Borinquen Housing).

Routine Uses: The information will be used by and disclosed to Coast Guard personnel who need the information to know the house which requires maintenance, schedule appointments with the resident, and provide feedback to the resident that the work order has been received and/or completed. This information is not released to anyone outside of the distribution list and the Coast Guard personnel attending the work order.

Disclosure: Furnishing this information is voluntary.