

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

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

PROBLEM DESCRIPTION / DETAILS / SPECIAL INSTRUCTIONS

- 1) Does the Maintenance Technician have authorization to enter the unit in the resident's absence?: YES NO
- 2) Do you desire a call from the Maintenance Technician before he/she arrives? YES NO
- 3) Detailed Description/Special Instructions (Pet information, access, etc.):

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: 14 U.S.C. 475; 14 U.S.C. 632 authorizes the collection of this information.
Purpose: Residents of USCG Air Station Borinquen will complete this form to request any preventive or corrective maintenance for their assigned housing unit.
Routine Uses: Authorized Coast Guard personnel will use this information to schedule maintenance with the respective resident. Any external disclosures of data within this record will be made in accordance with DHS/USCC-014, Military Pay and Personnel System, 76 Federal Register 66933, October 28, 2011.
Disclosure: FFurnishing this information is voluntary; however, failure to furnish the requested information may delay any required or requested maintenance.