

ASBQN Work Order Request.pdf - Adobe Acrobat Reader DC

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E-Mail the completed form to: BQNMAXIMO@uscg.mil  
Work order version from Apr 2019. All previous versions are obsolete

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

Work Area: (Select One) Work Required: [Field]

Originator's Name: [Field] Date: (mm/dd/yyyy) [Field]

Address/Building: HOUSING Room #: [Field]

Work Phone: MWV Cell Phone: [Field]

Email Address: EXCHANGE

Best Time to Visit: AVENG

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

2) Do you desire a technician before he/she arrives? YES  NO

3) Detailed Description: [Field]

Originator Name: [Field]  
Address: Room: [Field]  
Request Date: Best Time to Visit: [Field]  
Work Phone: Cell Phone: E-mail Address: [Field]  
Detailed Description/Special Instructions: [Field]  
Does the Maintenance Technician have authorization to enter the unit in the residents absence?: Off  
Is a call required from the Maintenance Technician before he or she arrives?: Off

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 / 8452.  
AFTER HOURS, call the OOD at (787) 890-8472 or (787) 890-8400 ext 8

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 maintenance for their 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: Furnishing this information is voluntary; however, failure to furnish the requested information may delay any requested maintenance.

Reset the form

Air Station Borinquen Facilities Engineering Use Only All Previous Versions are Obsolete (v.04/19)

E-Mail the completed form to: BQNMAXIMO@uscg.mil

Comment  
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## ASBQN WORK ORDER REQUEST INSTRUCTIONS

1. Enter values for all required fields
  - a. Work Required Field
    - i. Enter brief description (i.e. water leak in main bathroom)
2. Select 'Email Form' button in lower right and send e-mail

\* Note: If 'Email Form' button is not operating, select email icon in upper left corner and email form to [BQNMAXIMO@uscg.mil](mailto:BQNMAXIMO@uscg.mil)