

**WORK REQUEST**  
**MCAS 11010/1 (Rev. 10/98)**

PART 1 - Request to Facilities Maintenance Department, Building 87 (Original & three copies)

1. From: _____ Via: (1) _____  (2) _____  (3) _____  Ref: ASO 11000.8	2a. Date _____	2c. FacDev Work Request No. _____
	2b. Group/Directorate Work Request No. _____	2d. FacMaint Work Request No. _____

3. This request is for: (Check all applicable)

- a. Performance of maintenance and/or repair.
- b. New work - addition, expansion, alteration, conversion.  
 (Do not use this form for new work expected to exceed \$100,000)
- c. Material support - supplies to support self-help program.
- d. Cost Estimate.
- e. Other - State what request is for.

4. Building/room/location where work is to be performed:  <p style="text-align: center;">87</p>	5. Person(s) to be contacted concerning this request. (POC or alternate as designated in writing by CO, Group/Director)  Name and Grade _____ Telephone No. _____ Building/Room No. _____
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6. Description of work required and justification. (Explain what, where and why. New work (3b above) must include complete justification and an impact statement on unit's mission if project is not accomplished.)

(Use reverse side of this form or attach additional sheets.)

(Do not write in this space)

6. (Continued)

Additional data/sketch/plans attached

Yes

No

7. Authorized Signature (CO, Group/Director or alternate designated in writing by CO, Group/Director)

\_\_\_\_\_

Name	Grade	Title
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Part 2 - Forwarding Endorsements (Rubber stamp permissible)

Part 3 - Receipt

From: Facilities Maintenance Officer

To: \_\_\_\_\_

Subj: Work Request

1. Your request # \_\_\_\_\_ dtd \_\_\_\_\_ is returned with attached explanation.

2. Your request # \_\_\_\_\_ dtd \_\_\_\_\_ has been received on \_\_\_\_\_ and has been given FMD WR# \_\_\_\_\_

When referring to this work, please use the FMD WR# and Building #.

\_\_\_\_\_

By direction

\_\_\_\_\_

Date