

WORK REQUEST (MAINTENANCE MANAGEMENT)

NAVFAC 9-11014/20 (REV. 2/94 (EF)) (New S/N number pending)

*PW Department see instructions
in NAVFAC MO-321*

Requestor see instructions on Reverse Side

PART 1---REQUEST (Filled out by Requestor)

1. FROM		2. REQUEST NO.	
3. TO		4. DATE OF REQUEST	
5. REQUEST FOR	<input type="checkbox"/> COST ESTIMATE	<input type="checkbox"/> PERFORMANCE OF WORK	5a. REQUEST WORK START
6. FOR FURTHER INFORMATION CALL		7. SKETCH/PLAN ATTACHED <input type="checkbox"/> YES <input type="checkbox"/> NO	
8. DESCRIPTION OF WORK AND JUSTIFICATION <i>(Including location, type, size, quantity, etc.)</i>			

9. FUNDS CHARGEABLE	10. SIGNATURE <i>(Requesting Official)</i>
---------------------	--

**PART II---COST ESTIMATE
(Filled out by Maintenance Control Division if estimate requested)**

11. TO		12. ESTIMATE NO.	
13. COST ESTIMATE		14. SKETCH/PLAN ATTACHED <input type="checkbox"/> YES <input type="checkbox"/> NO	
a. Labor		15. <input type="checkbox"/> APPROVED PROGRAMMING TO START IN _____	
b. Material		<input type="checkbox"/> APPROVED PROGRAMMING TO START IN _____	
c. Overhead and/or Surcharge		PROGRAMMING TO START IN _____, IF	
d. Equipment Rental/Usage		AUTHORIZED BY 25TH OF _____ AND FUNDS ARE MADE AVAILABLE.	
e. Contingency		<input type="checkbox"/> DISAPPROVED. <i>(See Reverse Side)</i>	
f. Total		16. SIGNATURE	17. DATE

PART III---ACTION (Filled out by Requestor)

18. TO		20. WORK REQUESTED	
19. AUTHORIZATION TO PROCEED IS ATTACHED <i>(Check one if other than PW funds are involved)</i>		<input type="checkbox"/> HAS BEEN CANCELLED <input type="checkbox"/> HAS BEEN DEFERRED <input type="checkbox"/> WILL BE PERFORMED BY OTHERS	
<input type="checkbox"/> NAVCOMPT 140 <input type="checkbox"/> OTHER			
21. SIGNATURE		22. DATE	

(See Part IV on Reverse Side)

INSTRUCTIONS

IF ESTIMATE IS DESIRED BEFORE WORK IS STARTED

Requestor fills in all items in Part I checks "Cost Estimate" in item 5, attaches sketch or plan if necessary, checks proper block in item 7. Requestor retains last copy and forwards balance to Public Works Department.

If the Work Request is approved, the original and first copy will be returned to the requestor with Part II completed. If the requestor desires the work to proceed in accordance with the estimate provided, he should fill in Part III, checking proper block in item 19 and attaching the document citing the funds to be used. If the requestor decides not to authorize the work, the appropriate box in item 20 should be checked. The original form, in either case, is returned to the Public Works Department.

If the Work Request is disapproved, the reasons for disapproval will be stated in Part IV, signed by the Public Works Officer, and the original and one copy returned to the requestor.

IF ESTIMATE IS NOT DESIRED BEFORE WORK IS STARTED AND FUNDS ARE NOT UNDER COGNIZANCE OF PWO

Requestor fills in all items in Parts I and III except item 20, checks "Performance of Work" in item 5, attaches sketch or plan if necessary, checks proper block in item 7, checks proper block in item 19, and attaches document citing the funds to be used. Requestor retains last copy and forwards balance to Public Works Department.

If the Work Request is approved, the first copy will be returned to the requestor with items 11, 12, 15, 15\6, and 17 of Part II completed.

If the Work Request is disapproved, the reasons for disapproval will be stated in Part IV, signed by the Public Works Officer, and the original and one copy returned to requestor.

IF ESTIMATE IS NOT DESIRED BEFORE WORK IS STARTED AND FUNDS ARE UNDER COGNIZANCE OF PWO

Requestor fills in all items in Parts I, checks "Performance of Work" in item 5, attaches sketch or plan if necessary, checks proper block in item 7. Requestor retains last copy and forwards balance to the Public Works Department.

If the Work Request is approved, the first copy will be returned to the requestor with items 11, 12, 15 as applicable, 16 and 17 of Part II completed.

If the Work Request is disapproved, the reasons for disapproval will be stated in Part IV, signed by the Public Works Officer, and the original and one copy returned to requestor.

PART IIV---REMARKS
