



# Base Cape Cod Facilities Work Request

Date Created

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Complete the form below to enter a Facilities Work Request. If your work request is an emergency please call Maintenance Control at 508-968-6488 M-F 0700-1600 or if after hours, call the Officer of the Day at 508-274-7927. Examples of emergencies are serious water leaks, loss of electrical power, broken locks or glass related to building security, etc.

LOCATION:

IF HOUSING UNIT, DO WE HAVE PERMISSION TO ENTER IF RESIDENT IS NOT HOME?

YES

NO

NOTE:

(Example: Call first, beware of dog, etc)

SPECIFIC LOCATION OF ISSUE:

(Example: Room 112, Dental Office, Master bath, etc)

WORK REQUEST DECIPTION: (please be as descriptive as possible and feel free to include pictures as a separate attachment and please include possible date required.)

REQUESTOR'S RANK/NAME:

REQUESTOR'S UNIT & BRANCH:   
( If applicable )

REQUESTOR'S EMAIL:

REQUESTOR'S PHONE:

To submit work request click on Icon below  
if Submit button does not function then email form:

[BCC-WORK-REQUEST@uscg.mil](mailto:BCC-WORK-REQUEST@uscg.mil)