



**NAVFAC SOUTHWEST SAN DIEGO METRO
WORK INDUCTION FORM**

Email: usn.san-diego-ca.navfacswsanca.mbx.NAVFAC-SW-SD-METRO-TRB-DESK@us.navy.mil

EMERGENCY SERVICE REQUESTS MUST BE CALLED IN TO (619) 556-1309

Fields in **red** are required information

Tenant Command:

Date:

Job Title:
DESCRIPTION OF SERVICE: (Please be specific. Provide known information: What is broken or missing? What size/dimensions? How many? Etc.)

Location Information:

Base:	Bldg. #
Special Area:	Additional Location Information: (Room number? Which floor? Inside or outside building? Etc.).

Urgent <input type="checkbox"/> Routine <input type="checkbox"/>	Urgent Justification Statement (impact to facility, personnel, and/or operations if delayed): If "Urgent" is selected, a justification statement is required.
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On-Site Point of Contact (POC):	POC Telephone (must include Area Code):
Email Address:	
Submitted By:	Telephone (must include Area Code):
Email Address:	
GL Acct#	(The Service Desk will provide the Maximo number in the Requestor' confirmation email.)

For Service Request status, please call or email your Facility Management Specialist (FMS). When calling, please have your Maximo Service Request or Work Order Number available.