

## AIRPORT FACILITIES WORK REQUEST FORM

This form is to be filled out to request services from the airport Facilities Maintenance Division. It is used to authorize, schedule, and track any repairs or modifications to State owned and operated Facilities (buildings, terminals, interior utilities, and structures) of the airport. Please identify the individual and company authorizing this request, a funding source for labor and materials expended, and appropriate management approval for any remodel, major repair, or renovation project. The request is then forwarded to the airport facilities manager who will in turn approve and schedule, or deny the request. *(This form is NOT to be used for janitorial service requests, or emergency needs).*

Request:      \_\_\_\_\_ Minor Repair      \_\_\_\_\_ Major Repair      \_\_\_\_\_ Room/Bldg Modification      \_\_\_\_\_ Other

South Terminal	ARFF Building	Field & Equip. Building
North (Intl.) Terminal	Badging Trailer	Warm Storage #1
Parking Garage	Fire Station #1	Warm Storage #2
Parking Control Bldg	Fire Station #2	North Transient Shack
Facilities Warehouse	Biffy Facility	Lake Hood Transient
DOT Warehouse	Guard Shack	Other:

Asset or Nearest Door Number: \_\_\_\_\_

Describe work requested: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

*(Use back of page or separate sheet to draw/sketch out details of particular need, design, or illustration.)*

Estimate to be provided to Requester prior to commencing job?	Yes	No
Labor hours _____ + Materials _____	Estimated Total = _____	
Charging/Billing Code for Services Reimbursement: _____		
Requester's Approval: _____		Airport Facility Manager Approval: _____

Tenant/Company: \_\_\_\_\_ Contact Name/Number: \_\_\_\_\_

**FAX WORK REQUESTS TO:      Airport Facilities Work Dispatch  
 (907) 266-2199**

*Customers will receive a work order number and estimated schedule for work within 3 business days. For problems or immediate assistance, call the AIRPORT FACILITIES HELP LINE at 266-2432. Thank you.*

Airport Facilities Use:      \_\_\_\_\_ Date In, \_\_\_\_\_ Date Out.  
 Approved/Prioritized,      Scheduled/WO,      Foreman \_\_\_\_\_,      Status Call-back,      Shift \_\_\_\_\_,      Completed,      Billed.