

DEPARTMENT OF HOMELAND SECURITY
 FEDERAL EMERGENCY MANAGEMENT AGENCY
TEMPORARY HOUSING UNIT MAINTENANCE WORK ORDER

1. UNIT No.

2. CONTRACTOR

3. WORKORDER

4. OCCUPANT INFORMATION

NAME _____ PHONE No. _____

ADDRESS (House No. & Street Name, or Pad & Park) _____

CITY AND STATE _____ COUNTY _____

MAINTENANCE REQUEST INFORMATION

RECEIVED

Date _____ Time a.m. p.m.

OCCUPANT AVAILABLE

Date _____ Time a.m. p.m.

RECEIVED BY: _____

PERMISSION TO ENTER

Yes No

5. DESCRIPTION OF MAINTENANCE PROBLEM(S)

PROBLEMS PREVIOUSLY REPORTED? Yes (Give details) No

6. WORK ORDER ISSUE INFORMATION

ISSUED TO CONTRACTOR (Contractor or DHS/FEMA Technician) _____ ISSUED _____ DATE _____ TIME a.m. p.m. ISSUED BY _____

7. DESCRIPTION OF WORK COMPLETED	DATE COMPLETED

8. SIGNATURES (Certification that the above described work has been completed and inspected) NOTE: Provide copies to Occupant

MAINTENANCE TECHNICIAN(S) _____ DATE _____

SIGNATURE OF OCCUPANT _____ DATE _____ SIGNATURE OF CONTRACTOR'S PROJECT OFFICER _____ DATE _____

9. MATERIALS	COST	10. WORK ORDER COST
		Service Call
		Maint. Labor (_____ @ \$ _____ /hr.)
		Maint. Mileage (_____ @ \$ _____ /mi.)
		Materials
		Deactivation
		Tow Mileage (_____ @ \$ _____ /mi)
TOTAL _____		TOTAL _____

11. LABOR	WORK BEGAN	DATE	TIME	TOTAL HOURS (1/4 Hr. Increments)
	WORK COMPLETED	DATE	TIME	
			<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	

12. VERIFICATION AND SIGNATURES - The above described work has been verified by, phone or inspection & complies with contract

SIGNATURE OF MAINTENANCE COORDINATOR _____ DATE _____ SIGNATURE OF PROJECT OFFICER _____ DATE _____

13. CHARGE WORK ORDER TO:

Maintenance Manufacture Setup Contractor Maintenance Contractor Occupant Other

GENERAL INFORMATION

PURPOSE: The temporary Housing Unit Maintenance Work Order is to document maintenance requested and performed on units at the Disaster Join Office.

RESPONSIBILITY: The occupant, DHS/FEMA Inspector or other responsible contracts Direct Housing Operations (DHOPs) which completes items 1 through 6. Items 7 through 9 and 11 are the responsibility of the contractor of the DHS/FEMA Technician completing the work. Item 10 is completed by the Contractor or by DHOPs in the case of DHS/FEMA Technician completed maintenance. Item 12 and 13 are checked and signed by the maintenacne Coordinator and Project Officer.

DISTRIBUTION.

Original and 3 copies to Contractor or Technician.
Copy - Unit File.

Upon completion of all maintenance work, complection of all items on the form, and review and signatures by Project Officer:

Original and 2 copies - Held temporarily in DHOPs
Copy No. 3 - Contractor
Copy - Staging Area Unit home file

Upon receipt of Contractor invoice, with copy No. 3 attached, the DHOPs verifies cost information and dsitributes:

Original - Fiscal
Copy No. 1- Staging Area Maintenance Contractor File
Copy No. 2- Storage
Copy No. 3- Contractor
Copy - Utilized for computer data entry

INSTRUCTIONS

ITEM NO.

3. Work Order Number. Consist of contact number plus a sequential number for each work order issue. Work issued to a DHS/FEMA Technician would have a separated sequential number prescribed by the disaster's DR Number.
5. Description of Maintenance Problem(s). Record in sufficient detail to determine priority, responsibility (if any) for problems and specifically what is malfunctioning. Note if problem has been previously reported to avoid duplication and assist in determining if warranty work involved.
7. Description of Work Completed. Record in detail to support labor hours and materials utilized.
8. Certification and Signatures. The Maintenance Technician(s) signs, date and acquires signatures and date from occupant. If the occupant is unavailable or signature, note on signature line. The Contractor's Project Officer reviews and signs work order before submission.
9. Materials. Completed by Maintenance Technican(s).
10. Work Order Cost. Completed from costs shown in contract or, work is completed by DHS/FEMA Maintenance Technican, completed from actual operations costs.
11. Labor. Completed by Maintenance Technican(s).
13. Charge Work Order To. Determined by Project Officer. Charges to manufacture, setup or maintenance contractor, or to the occupant will require follow-up initiation of backcharge procedures.

All other items are self-explanatory.