



NAVFAC SOUTHWEST SAN DIEGO METRO  
WORK INDUCTION FORM

Email: [NAVFAC\\_SW\\_San Diego Metro Facilities Trouble Desk@navy.mil](mailto:NAVFAC_SW_San Diego Metro Facilities Trouble Desk@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"/>	<b>Urgent Justification Statement (impact to facility, personnel, and/or operations if delayed): If "Urgent" is selected, a justification statement is required.</b>
Routine <input type="checkbox"/>	

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.**