



MWR Routine Service Request Form

****EMERGENCY SERVICE REQUESTS MUST BE PHONED IN TO 1-855-4-NAVFAC (1-855-462-8322)****

ROUTINE Service Requests must be emailed to the Facilities Manager using this form

STEP 1: Download and save this form to your computer.

STEP 2: Open and modify the saved form using Adobe Acrobat - ensure all required cells are completed.

STEP 3: Click "Submit Form" button at bottom to email "Service Request Form" to the MWR Facilities Manager

*For work type, if this is an issue that can be fixed via our MWR Maintenance team, please choose "Maintenance" from the drop-down menu. If it requires NAVFAC, please choose "NAVFAC" from the drop-down menu.

Date mm/dd/yyyy:			MWR Service Call Number:	
Work Type:	Choose an item.		Facility Reference Number:	
Facility Name & Building Number:				
Detailed Location Within Facility: (Room # etc.)				
Submitted By (Authorized User):			Telephone:	
			Extension:	
On-Site Point of Contact (POC):			Telephone:	
			Extension:	
Service Requested:				

Click to email Service Request Form to the MWR Facilities Manager