

BUILDING MANAGER

GUIDE

Work Orders

All work orders are entered online at this website (if you google TRACEN cape may, it's the first thing that comes up!): <http://www.forcecom.uscg.mil/Our-Organization/FORCECOM-UNITS/TraCen-Cape-May>

All Building Manager work orders fall under “Engineering Work Order”!

UNITED STATES COAST GUARD
DEPARTMENT OF HOMELAND SECURITY

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Facilities Engineering

The engineering division on board Coast Guard Training Center Cape May is responsible for maintaining and improving the shore facilities infrastructure while also providing engineering support to our 15 tenant commands.

To Submit a work order for: Housing **HOUSING WORK ORDER click here**

For a Engineering (FE) work order **ENGINEERING WORK ORDER click here**

If your unable to use the above buttons, follow the directions below:
Copy the information below from either the Housing or FE drop down menu, open the email below, fill it out, then send it to.

d05-dg-tracencm-feworkorders@uscg.mil

Housing Work Order needed Information
FE Work Order needed Information

- Submit all of your information. Use your office extension.
- Be as specific as possible with your description of work required. This helps us prioritize the work easier.
- Hit submit, and your work will get scheduled.
- ANYONE can enter a work order, BUT the building manager is responsible for inspections and to teach your tenant's how to use the WO system.

If you are having trouble with the menu, call the FE department at (609) 898-6945.

If you have a complaint with your repair, please contact LT at 6401 or put in feedback form.

Frequently Asked Questions:



What is “Self Help”?

Self help projects include: painting, patching, minor remodel jobs

If you have a project in mind, contact the General Foreman (x6949) and we will asses on a case-by-case basis.

What are my responsibilities for HAZMAT?

As the building manager, you should be ordering HAZMAT for your building, making sure SDSs are in the binder, and checking that there are no unlabeled bottles of chemicals. Sticker labels for secondary containers can be obtained by calling the Enviro Dept at (x6889/6232)

What are my responsibilities for snow?

FE provides shovels and salt buckets, building managers must ensure that their sidewalks are cleared and salted. If you run out of salt, extra salt is located at the salt bin on the airstrip (behind ESD).

Who changes light bulbs/ceiling tiles?

If the light or ceiling is under 10ft , YOU! If it is above 10ft, put in a work order. Standard workspaces have 10 ft ceilings. Contact FE for a ladder.

Light bulbs & Ceiling Tiles are stored in GSK. If they don't have the LB or CT you need, put in a work order describing the fixture or style.

Remember– USED light bulbs MUST go in approved closed container!

What if I need pest control?

Put in a work order for pest control describing the problem. A person from FE will be out to assess the pest problem. If it is determined that you have an infestation, the work will be contracted out. Some buildings have standing pest control contracts (buildings with food preparation areas or 24 hour residents or watch standers), but most need to be contracted.

How do I find out when my work order will be done?

On the same website where you put in work orders, there is a drop down menu item for “TRACEN work order status”. This will open an excel spreadsheet which will confirm that your work order was entered, tell the priority and when the estimated completion date will be.

**YOU SHOULD BE
CONDUCTING
WALKTHROUGHS OF
YOUR BUILDING AT
LEAST EVERY TWO
WEEKS!**

**If you think you
smell burning or
gas, but are un-
sure, call the CG
Fire Department
609-898-6950**