



Training Center Cape May
Facilities Engineering
(609) 898-6945

Equipment Request Form

Request Type: _____ **Date Submitted:** _____

All equipment, materials and devices that require the services of the Facilities Engineering Division to either install, maintain or repair shall be submitted to the Facilities Engineering Division for approval prior to purchase. Please complete this form, in detail, attach all pertinent information and submit your request to the Facilities Engineering Division via the Work Order Request email address below. FE will assess the request and contact the requestor upon deciding if the equipment can be supported. ***Please allow 30 days for Facilities Engineering to process your request.***

Ensure the following documents are provided with your request. Information that is not provided can result in delays in the processing of your request.

- Manufacturer's Specification Sheet
- Installation Instructions
- Operating and Care Instructions (Owner's Manual)

REQUESTOR INFORMATION

Name:		Phone Number:	
Email:		Signature:	

LOCATION INFORMATION (PROPOSED LOCATION OF WHERE EQUIPMENT IS TO BE INSTALLED)

Building:		Room Number:	
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Detailed Location Information:

CURRENT EQUIPMENT INFORMATION

Manufacturer:		Model Number:	
Serial Number:		Approximate Age:	

NEW EQUIPMENT INFORMATION

Manufacturer:		Model Number:	
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Description of equipment:

Justification:

Describe what will be needed from Facilities Engineering for installation, support, etc.:

Submit this request along with any supporting documentation to:

D05-DG-TRACENCM-FEWorkorders@uscg.mil

ROUTING AND APPROVAL

Planner/Estimator

Name	Signature	Date	Recommendation

Comments:

General Foreman

Name	Signature	Date	Recommendation

Comments:

Maintenance Branch Chief

Name	Signature	Date	Recommendation

Comments:

REQUESTOR NOTIFICATION

Date	Contacted By	Contacted Via