Work Order Number: _____ [ ] Process as Special Assist

INITIAL REVIEW OF WORK REQUEST & DECISIONS CHECKLIST (Rev 24 - 09/17/02)

Short Title: ___

Requestor: _____ **Contact:** _____

Customer Group: (circle one)		**Sub-Group:** (circle one)	**DST Manager**
OD	Office of the Director & Business Ops	OD, CA, DMS, EHS, RI, IM, LS, ES, OPS	Waltz
BS	Basic Sciences	CCR, BRP, AVP	Christy
BI	Bio-Pharmaceutical	BDP	Fernalld
AD	Applied & Developmental	NIAID, DCTD, AD, REP	Robillard
RT	Research Technology Program	RTP, PUB	Poltorak
AS	Animal Sciences	LASP, CRL	Poltorak
VF	Vaccine Facilities	VDF	Guarino

Primary or Secondary: P or S **Priority:** 1 2 3 **ROM:** <$5K $5K-$50K $50K-$999K >$999K
Date Work Required: _____ **Coordinator Code:** ____ **Action Code:** ____ **Fiscal Code:** P I F M L T R N

Additions to Header Comment Section: _____
_____

[ ] Add to Special Assist Comments: "Field Visit Required Prior to Dispatching Craftsman"
[ ] Add "Work Scope Transferred to Work Order Number _____"

Tasks: Task 1 - Equip# _____ Description _____
Task 2 - Equip# _____ Description _____
Task 3 - Equip# _____ Description _____

Design/Drafting Requirements: (check one)

[ ] None
[ ] As-Built Drawings
[ ] Provide incidental support for O&M Shop activity (add 608 - route 608 AE pkg to DST Manager):
_____
[ ] Prepare plans/specifications/estimate for subcontract accomplishment
[ ] Prepare engineering packages for O&M Shops accomplishment
[ ] Prepare both P/S/E and O&M Shops engineering package for a joint project
[ ] Provide engineering consultation, assessment or study per work request

Design Responsibility: (check one if applicable)

[ ] **In-House** Person or Team: _____
[ ] **Outsource** Firm: _____

Construction Responsibility: (check one)

[ ] **In-House** O&M Lead Shop: _____ Assisting Shops: _____ [ ] 617 "T"suffix
[ ] **Outsource** PME Lead: _____ O&M Assisting Shops: _____ [ ] 617 "T' suffix

Work Request Routing: [ ] PME Department (CE status) [ ] O&M Shops (AE status except Special Assists)
[ ] Construct Central File [ ] cc: Building Manager or _____ [ ] Copy to DST Manager
[ ] Work Scope Transfer (TR status) & Forward Copy to Central File for Work Order Number _____

Work Order Closeout (PME): DST Manager _____ PME Manager _____