FILLING OUT THE 4283 FORM

The 4283 form is used for requesting facilities repairs over $2,500 and for all New Work projects (install, modify, renovate). To properly fill out this form, please read through the instructions below (it may be best to print them off).

First, open the **4283.pdf** file and save it to your computer. Most users will create a 4283 folder in their My Documents to save copies of all their requests.

Next, enter the appropriate information. You can use the TAB button to move between fields. If you don't know your **Customer ID**, ask around. The **Document Serial Number** is a specific 5 digit number and is usually tracked by someone, so again, ask around. **Note:** ALL K work requests go through John Kost for submission.

In the **Short Job Description**, provide a short, but SPECIFIC work description. "Install additional outlet" is ok. Just "Electrical" is not.

Provide the **Date**. Format is YY MM DD.

In the **Building/Facility Numbers** blocks, provide the facility number for each building affected by the work required.

In the **Work Description** block, make sure to be specific. Include a thorough description of the work required and especially, a complete description of the location (i.e.: back wall to the left near the kitchen sink). The more specific you are, the better maintenance understands what you want and where you want it.

In the next block, provide a **Justification**. Basically, why is the work required? How does not having it affect your mission? What is different about your job now that this project was not needed in the past? If you reference security or safety, attach a security or safety inspection. A good justification will determine whether the work request is processed or returned to the requestor.

Provide a good **POC** and **Phone #** of someone who will be able to answer any questions about the work request.

If you are an authorized requestor (those authorized to actually sign the 4283 form), you can jump forward to the **Authorized Requestor** section below.

For everyone else, save the request and forward it to your authorized requestor. DO NOT click on the block labeled Click Here to Email. That is used only after the authorized requestor has signed the form. After saving it, just click on File and then click on Attach to Email… and proceed as you normally would to send an email.

After you have emailed the form, you're finished and you can close the form if it's still open.

Authorized Requestors

Ensure the data is correct and enter your own information. When you're satisfied, click on the **Signature** block and follow the instructions to insert your digital signature.

Next, click on the block labeled **Click Here to Email**. (**note**: If it appears nothing is happening when you click on the Click Here to Email block, click on Edit, then Preferences, then JavaScript and make sure there's a check in the box next to Enable Acrobat JavaScript. Click Ok and try the Click Here to Email button again.) If any required fields are not filled in, you will receive an error block. Make the correction(s) and click on the Click Here to Email block again. An email will open with all the fields populated and the 4283 file attached. If you want to Cc someone, add their email address(es) to the Cc block.

Click Send and you're done.

If you need help with anything in this document, please give me a call.

Thanks
Michael Derr
4-7266