

ORDER

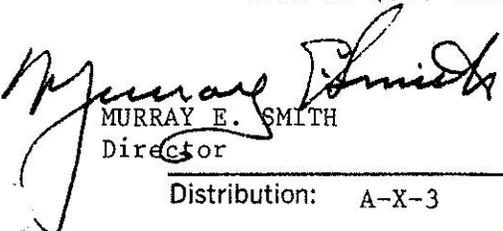
DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
CENTRAL REGION

CE 1760.7F

2/25/83

SUBJ: OFFICE SERVICE REQUESTS

1. PURPOSE. This order revises procedures for obtaining building and office services required at the Regional Headquarters.
2. DISTRIBUTION. This order is distributed to branch level in the Regional Office.
3. CANCELLATION. Order 1760.7E, Office Service Requests, dated June 26, 1978, is canceled.
4. POLICY. All requests for building and office services will be made exclusively through the Logistics Division, Operations Section, ACE-52A.
5. PROCEDURES. Services are obtained as follows:
 - a. Request for new or additional items of furniture or equipment (except copy machines - See CE 1720.1D) Procurement Request
DOT F 4200.1
 - * b. Turn-in of furniture or equipment Office Service Request
CE 1760-4 (In duplicate) *
 - * c. Minor rearrangement, rehabilitation of furniture, building repairs, and minor electrical service Verbal Request
Extension 3430 *
 - * d. Major rearrangement, rehabilitation of furniture, building repairs, and electrical service. Office Service Request
CE Form 1760-4 (In duplicate) *
 - e. Request for emergency building services and maintenance, repair of office machines Verbal Request
Extension 3430
 - f. Request for nameplates, rubber stamps, etc. Submit to ACE-52A3 Office Service Request
CE Form 1760-4 (In duplicate)
 - * g. Telephone and circuit equipment trouble (374 extension) Verbal Request
Extension 3023 *


MURRAY E. SMITH
Director

Distribution: A-X-3

Initiated By: ACE-50