



DEPARTMENT OF THE NAVY

NAVAL MEDICAL COMMAND
WASHINGTON, D.C. 20372

IN REPLY REFER TO

NAVMEDCOMINST 5920.1
MEDCOM-09B23
21 March 1984

NAVMEDCOM INSTRUCTION 5920.1

From: Commander, Naval Medical Command
To: All Internal COMNAVMEDCOM Codes

Subj: Maintenance of buildings and grounds, telephone installation and relocation, laborer services, and all related repairs; requests for

Ref: (a) BUMEDINST 10460.2F

1. Purpose. To establish procedures for requesting building maintenance and repair services.

2. Cancellation. BUMEDINST 5920.1C.

3. Authorized Personnel. One- and two-digit codes shall furnish MEDCOM-09B23 a memorandum showing the name and title of one individual and one alternate who are authorized to request and sign for building maintenance and repair services. Any changes in designation shall be reported immediately to MEDCOM-09B23. (Note: If names previously submitted are current, no resubmission is necessary.)

4. Procedures. Designated individuals shall:

a. Send telephone requests for the following minor services to MEDCOM-09B23, extension 31141. Provide complete information including type of work requested, name of individual requesting services, code, room, and telephone numbers.

AIR CONDITIONING, adjustment or repair
BLINDS, repair
BUGS, RATS, and ROACHES, eradication
BUZZER, out of order
CHAINS, window, repair
CLEANING, failure to do
DESKS, repair
DOOR CHECKS, automatic, repair or adjustment
DOOR KNOBS, broken or missing
DOOR LOCKS, broken
DRAINS, stopped up
FANS, exhaust or ventilating, repair
FLOORS, cleaning, waxing or repair

NAVMEDCOMINST 5920.1
21 March 1984

FUSES, blown
GLASS, door or window
HEAT
LEAKS, window, roof, plumbing, etc.
LIGHTS, fluorescent and incandescent, replacement
LOADS, floor, data
MAPS, hanging
PICTURES, hanging
PLUMBING, repair
TOILET, repair
TRASH, removal
WATER COOLER, repair

b. Prepare, in triplicate, NAVMEDCOM 10460/1 to request the below services. Send the original and one copy to MEDCOM-09B23, retain a copy in the requesting office.

AIR CONDITIONING, installation
ALTERATIONS, building
BLINDS, shade, installation
BOARDS, bulletin
BUZZER, installation of, only in conjunction with telephone
CONSTRUCTION, new
DOORS, installation
ELECTRICAL, installation
FANS, exhaust or ventilation, installation
LIGHTS, installation of
MAPS, framing or mounting
MOVING, laborers
PAINTING, all kinds
PARTITIONS, construction, remodeling and repair
PLASTER, repairing
SIGNS, name plate, door
TELEPHONE, relocation or installation

c. Dial extension 31141 for all telephone repair requests.

d. Follow reference (a) procedures for repairs to office machines.

5. Form. NAVMEDCOM 10460/1, Equipment and Work Request, is available from the COMNAVMEDCOM Supply Room, Building Five, room 5000.


W. M. McDERMOTT, JR.