

DPW SERVICE ORDERS FOR FACILITY REPAIR

Please utilize the 5 methods of contacting the **DPW Service Order** Section when building maintenance is required.

1. Use the Web site on Fort Hood Global in the Public Folders under DPW <http://www.dpw.hood.army.mil/>.
2. Fax in the request on paper with your name, building number, phone number and a brief description of the problem **(288-3979)**
3. Call **287-2113** for verbal communication with the DPW Service Order Section.
4. Walk in service at **building 4213, Santa Fe and 77th St.**
5. After 1800, **for emergencies only**, call **618-8406**.

Please ensure that your **Signature Card (DA 1687)** is submitted to the DPW Service Order Desk in building 4213. Ensure your R&U reps and the Command Group names are included on the Signature Card so they are authorized to submit Service Order. You may check the DPW Web site for Service Order status or call **287-3111**.

SELF HELP BUILDING MAINTENANCE AND REPAIR

All units stationed and training on Fort Hood are responsible for establishing an R&U team to perform self help maintenance and repair to facilities IAW **FH Reg. 420-27**.

TRAINING DATES:

http://www.dpw.hood.army.mil/HTML/DPW_ofc/R&UCourse.htm

DPW R&U COURSE REGISTRATION: <http://esd.hood.army.mil/TrainRef.htm>

WASHER AND DRYER SERVICE

CALL 9-286-0915 for service and repairs to washer and dryer units. You must dial the whole number (to include 9) to reach the recorded message system. Listen to the message and respond as directed. Technicians will respond to your message and repair the machines ASAP.

