

ANNUAL BUILDING OPERATION AND MAINTENANCE CRAFT REQUIREMENTS	R.O. NO.	AREA NO.	FIELD OFFICE	BUILDING NO.
	PREPARED BY			DATE
	APPROVED BY			DATE

LINE NO.	CRAFT	PRODUCTIVE MAN-HOURS					
		TOURS (2-T)	WATCHES (3-W)	PREVENTIVE MAINTENANCE (4-PM)	SERVICE CALLS (5-SC)	MISCELLANEOUS (6-M)	TOTAL
		(a)	(b)	(c)	(d)	(e)	(f)
1	GENERAL MECHANIC						
2	OPERATING ENGINEER						
3	ELECTRICIAN						
4	LAMPIST						
5	CARPENTER						
6	PLUMBER						
7	ELEVATOR MECHANIC						
8	OTHER (Specify)						
9							
10							
11							
12							
13	FORCE ACCOUNT TOTAL						
14	CONTRACT EQUIVALENT TOTAL						
15	GRAND TOTAL						

REMARKS

INSTRUCTIONS

The total man-hours for the applicable blocks in Column (a) thru (f) will be obtained as follows:

FOR
COLUMN:

SOURCE

- (a) GSA Forms 2103, 2103-A, 2103-B
- (b) GSA Forms 2104, 2104-A
- (c) GSA Form 2105
- (d) GSA Form 2106
- (e) By calculating 10% of the sum of Columns (a) thru (d)
- (f) By adding Columns (a) thru (e)