

DEPARTMENT OF HOMELAND SECURITY  
U.S. COAST GUARD

**SHORE STATION MAINTENANCE RECORD**

**1. GROUP COPY**

District:	Unit:	Report Number:
Priority:	Previously Submitted by ( <i>Identify, i.e. letter, message, inspection report, etc.</i> ):	

Description of Work (*Attach additional sheets if required*):

<b>Material Status:</b> <input type="checkbox"/> On Board <input type="checkbox"/> Ordered - Delivered by: _____ <input type="checkbox"/> To be Ordered by: _____	<b>Recommended Accomplishment by:</b> <input type="checkbox"/> Unit Group <input type="checkbox"/> Base <input type="checkbox"/> Contract <input type="checkbox"/> Work Order
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Date:	Signature ( <i>Unit Commander</i> ):	Enclosure:
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Group Comments:

Group:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved <input type="checkbox"/> Recommended Approval	Date:	Signature ( <i>Group Level</i> ):
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Base Comments:

Base Level	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved <input type="checkbox"/> Recommended Approval	Date:	Signature ( <i>Base Level</i> ):
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District Level	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:	Signature ( <i>District Level</i> ):
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Date Completed:	Completed by:		
	<input type="checkbox"/> Unit	<input type="checkbox"/> Group	<input type="checkbox"/> Base <input type="checkbox"/> Contract <input type="checkbox"/> Work Order No.

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**2. BASE COPY**

District:	Unit:	Report Number:
Priority:	Previously Submitted by ( <i>Identify, i.e. letter, message, inspection report, etc.</i> ):	
Description of Work ( <i>Attach additional sheets if required</i> ):		
Material Status: <input type="checkbox"/> On Board <input type="checkbox"/> Ordered - Delivered by: _____ <input type="checkbox"/> To be Ordered by: _____		Recommended Accomplishment by: <input type="checkbox"/> Unit Group <input type="checkbox"/> Base <input type="checkbox"/> Contract <input type="checkbox"/> Work Order
Date:	Signature ( <i>Unit Commander</i> ):	Enclosure:
Group Comments:		
Group:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved <input type="checkbox"/> Recommended Approval	Date:      Signature ( <i>Group Level</i> ):
Base Comments:		
Base Level	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved <input type="checkbox"/> Recommended Approval	Date:      Signature ( <i>Base Level</i> ):
District Level	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:      Signature ( <i>District Level</i> ):
Date Completed:	Completed by: <input type="checkbox"/> Unit <input type="checkbox"/> Group <input type="checkbox"/> Base <input type="checkbox"/> Contract <input type="checkbox"/> Work Order No.	

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**3. DISTRICT COPY**

District:	Unit:	Report Number:
Priority:	Previously Submitted by ( <i>Identify, i.e. letter, message, inspection report, etc.</i> ):	
Description of Work ( <i>Attach additional sheets if required</i> ):		
Material Status: <input type="checkbox"/> On Board <input type="checkbox"/> Ordered - Delivered by: _____ <input type="checkbox"/> To be Ordered by: _____		Recommended Accomplishment by: <input type="checkbox"/> Unit Group <input type="checkbox"/> Base <input type="checkbox"/> Contract <input type="checkbox"/> Work Order
Date:	Signature ( <i>Unit Commander</i> ):	Enclosure:
Group Comments:		
Group:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved <input type="checkbox"/> Recommended Approval	Date:      Signature ( <i>Group Level</i> ):
Base Comments:		
Base Level	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved <input type="checkbox"/> Recommended Approval	Date:      Signature ( <i>Base Level</i> ):
District Level	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:      Signature ( <i>District Level</i> ):
Date Completed:	Completed by: <input type="checkbox"/> Unit <input type="checkbox"/> Group <input type="checkbox"/> Base <input type="checkbox"/> Contract <input type="checkbox"/> Work Order No.	

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**SHORE STATION MAINTENANCE RECORD**

**4. COMPLETION COPY**

District:	Unit:	Report Number:
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Priority:	Previously Submitted by ( <i>Identify, i.e. letter, message, inspection report, etc.</i> ):
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Description of Work (*Attach additional sheets if required*):

  
  
  
  
  
  
  
  
  
  

<b>Material Status:</b> <input type="checkbox"/> On Board <input type="checkbox"/> Ordered - Delivered by: _____ <input type="checkbox"/> To be Ordered by: _____	<b>Recommended Accomplishment by:</b> <input type="checkbox"/> Unit Group <input type="checkbox"/> Base <input type="checkbox"/> Contract <input type="checkbox"/> Work Order
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Date:	Signature ( <i>Unit Commander</i> ):	Enclosure:
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Group Comments:

  
  
  
  
  
  
  
  
  
  

Group:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved <input type="checkbox"/> Recommended Approval	Date:	Signature ( <i>Group Level</i> ):
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Base Comments:

  
  
  
  
  
  
  
  
  
  

Base Level	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved <input type="checkbox"/> Recommended Approval	Date:	Signature ( <i>Base Level</i> ):
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District Level	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:	Signature ( <i>District Level</i> ):
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Date Completed:	Completed by:		
	<input type="checkbox"/> Unit	<input type="checkbox"/> Group	<input type="checkbox"/> Base <input type="checkbox"/> Contract <input type="checkbox"/> Work Order No.

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**5. UNIT FILE COPY**

District:	Unit:	Report Number:
Priority:	Previously Submitted by ( <i>Identify, i.e. letter, message, inspection report, etc.</i> ):	
Description of Work ( <i>Attach additional sheets if required</i> ):		
Material Status: <input type="checkbox"/> On Board <input type="checkbox"/> Ordered - Delivered by: _____ <input type="checkbox"/> To be Ordered by: _____		Recommended Accomplishment by: <input type="checkbox"/> Unit Group <input type="checkbox"/> Base <input type="checkbox"/> Contract <input type="checkbox"/> Work Order
Date:	Signature ( <i>Unit Commander</i> ):	Enclosure:
Group Comments:		
Group:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved <input type="checkbox"/> Recommended Approval	Date:      Signature ( <i>Group Level</i> ):
Base Comments:		
Base Level	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved <input type="checkbox"/> Recommended Approval	Date:      Signature ( <i>Base Level</i> ):
District Level	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:      Signature ( <i>District Level</i> ):
Date Completed:	Completed by: <input type="checkbox"/> Unit <input type="checkbox"/> Group <input type="checkbox"/> Base <input type="checkbox"/> Contract <input type="checkbox"/> Work Order No.	