

<h2>Short Job Description</h2>

Work Request #

POC:

Unit/ Agency:

Facility #

Work Description:

Justification:

Cost: TBD

Alternatives:

ISR Building Rating:

ISR Component Rating:

Environmental Considerations:

Quad Chart Instructions

- The quad chart format will be used to validate most work orders. A quad chart is not needed for signs, key requests or Arms Room Certifications. The unit or agency is responsible for completing this chart with the best information available. The quad chart will be a one page document basically following the format provided by the DPW.
- Top center of the quad chart sheet: Fill in the Short Job Title-(Same as DA4283 Short Job Description)
- The upper left block is self explanatory for the information elements required. The Work Description (same as DA Form 4283) should be in sufficient detail as to ensure proper work classification (repair, maintenance, and new work), intended end state or product, and specific location of the work.
- The justification block will include mission driver, laws, regulations, etc.
- The lower left block will explain the cost for the project. Cost should be an estimate the DPW facility manager can assist the unit to determine, or could be TBD requiring a DPW estimate. The ISR Building/Component Rating is the current rating listed on the buildings ISR Infrastructure Facility Building/Component Ratings and Comments sheet. If environmental considerations need to be factored in the decision, then they need to be outlined in this block.
- The Alternatives block will explain in bullet form what other options are available to get this work done or what work-around might be available. The impacts to mission should also be addressed like cost, time, manpower and resources. Bullets need to be succinct and informative.