

WORK ORDER REQUEST

~ ~ ~ A **WORK ORDER REQUEST** . . . is the form used by external companies or activities that require repair work to be performed on common use airport facilities that are leased to an external company or activity.

WHERE CAN THE FORM BE FOUND?

Form is located on HIA's website at www.flyhia.com. Just log onto the web site, scroll to the bottom of the page, look under "Business and Advertising Opportunities" and select "Engineering Permits". This brings up a window to choose either Work Order Request or Request for Modification / Construction. Scroll down to Work Order Request and click on "Go to Form"

After you input the required information, then click on the submit button. Retain your confirmation number for future reference.

NOTE: If you experience any problems, contact the Engineering Department at (717) 948-3900.