THINGS TO REMEMBER
Procedures for Service Requests

LINCOLN MILITARY HOUSING
Every Mission Begins at Home®

1

PRIOR TO ENTERING THE HOME
ask the resident to turn on the lights and isolate themselves in an area of the home away from where the work will take place.

2

WEAR PROPER PPE
include booties, face coverings and gloves.

3

PUT ON PPE BEFORE ENTERING THE HOME
remove according to CDC guidelines.

4

DISINFECT THE WORK AREA
prior to completing the service request.

5

CARRY HAND SANITIZER WITH YOU
when completing service requests, if available.

6

WASH HANDS BEFORE AND AFTER SERVICE REQUEST
with soap and water for at least 20 seconds upon returning to the office/maintenance shop.

7

DISINFECT THE TOOLS USED
for the work upon completion of the service request.

8

IF YOU ARE UNABLE TO COMPLETE THE SERVICE REQUEST
for any reason, contact your RMD immediately.

9

AT THIS TIME
the resident is not required to sign that the work has been completed.

10

BEFORE AND AFTER PHOTOS ARE MANDATORY
and should be attached to the work order.