



REPAIR AND MAINTENANCE REQUEST

REQUEST INFORMATION			
Filled in by requesting party		Filled in by GenSO	
Date filed	: August 4, 2025	Date received	
Building/Department	: Eco-FARMI	Received by	
Building/Department	. Eco-i Aitivii	Treserved by	Name & Signature
			Name & Signature
Location	: Eco-FARMI Building	Designation/Position	:
	ED ALLAN LALCOBER	Downert Befores	
Requesting party		Request Reference Number	
	Name & Signature	Number	
Designation/Position	: Head, Eco-FARMI		
Contact no./Email	1		
Contact no./ Linai	•	_	
Please check and specify the nature of work requested:			
☐ Vehicle Repair ☐ Carpentry & Furniture Works ☐ Electrical Works			
☐ Notation Notation Westing, Ventilating, Air			, Ventilating, Air
☐ Welding Works ☐ Plumbing Works			ning & Refrigeration
☐ Machining works ☐ Instrumentation equipment ☐ Others (specify in the brief description below)			
(Lathe, shaper, drill press, etc.) Laboratory instrument Cothers (specify in the biler description below)			
Brief Description of the Nature of Work Requested			
Cleaning of six (6) Air conditioning units located at the Eco-FARMI.			
- Five (5) units at the first floor.			
- One (1) unit at the second floor.			
INSPECTION (Filled in by GenSO Personnel)			
Date of Inspection: Time started: [AM] [PM] Time ended: [AM] [PM]			
☐ In-House Repair and Maintenance ☐ For Outsourcing Repair and Maintenance			
Materials/Parts	Manpower Required:	Estimated hours/days of repair:	
☐ Available	☐ Available	Schedule o	f repair:
☐ Not Available	□ Not Available		
1 Not Available			
Confirmed			
Conducted: Confirmed: Name and Signature			Name and Signature
Sign			Ivallie and Signature
Designation/Position Designation/Position			
Designation estion			
ACCOMPLISHMENT			
Filled in by GenSO Personnel		Filled in by Requesting Party	
Conducted		Service Satisfaction	OVER ALL RATING
by Ge	enSO Maintenance Personnel	T 4 Not Cottoffe d	E 4 Peer E 2 Sein
Data 9 Time	(Name and Signature)	☐ 1. Not Satisfied ☐ 2. Slightly Satisfied	☐ 1. Poor ☐ 2. Fair
Date & Time			☐ 3. Good ☐ 4. Very Good
Started Date & Time		☐ 3. Moderately Satisfied ☐ 4. Very Satisfied	
Finished		☐ 5. Extremely Satisfied	☐ 5. Excellent
Tillibriod		_ c. Extrainery outside	Comments & Suggestion
Checked	GenSO Head/Director		
&verified .	(Name and Signature)	Name &Signature	
Notes:			
	Designation/Position		

GENERAL SERVICES OFFICE
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