



REPAIR AND MAINTENANCE REQUEST

Filled in by requesting party		Filled in by PPO	
Date filed	: January 19, 2022	Date received	:
Building/Facility/ House No/ Apartment No./ Department	: Dept. of Food Science and Technology	Received by	
Location	: DFST, Pilot Plant		Name & Signature
Requesting party	: LORINA A. GALVEZ	Designation/ Position	:
Designation/ Position	: Department Head	Maintenance control number	:

Note:

- Three (3) copies: (1) for requesting party, (1) for PPO unit Head & (1) for maintenance team
- One (1) job request in every of PPO unit
- Job request control number is required.

Please check and specify the nature of work requested

☐ Vehicle Repair	☒ Carpentry & Furniture Works	☐ Electrical Works
☐ Welding Works	☐ Plumbing Works	☐ Heating, Ventilating, Air conditioning & Refrigeration
☐ Machining works (lathe, shaper, drill press, etc.)	☐ Instrumentation equipment & Laboratory instrument	☐ Others (specify):

Brief Description of Repair and Maintenance

Repair comfort rooms at the Pilot Plant area.

Materials/Supplies/Parts:

☐ Available

☐ Not Available

Filled in by PPO personnel

Part/Supplies/Materials Required	Manpower Requirement	Estimated hours/days to finished

Inspected
by:

PPO Maintenance

Checked
& Verified
by:

PPO Unit Head

Approved
by:

PPO Director