



### REPAIR AND MAINTENANCE REQUEST

Filled in by requesting party	
Date filed	March 18, 2022
Building/Facility/ House No/ Apartment No./ Department	Institute of Human Kinetics
Location	IHK
Requesting party	EDILBERTO A. ARTIGA, JR. II <i>(Signature)</i>
Designation/ Position	In-charge, Univ. Sports Facilities

Filled in by PPO	
Date received	
Received by	Name & Signature
Designation/ Position	
Maintenance control number	

Please check and specify the nature of work requested		
<input type="checkbox"/> Vehicle Repair	<input type="checkbox"/> Carpentry & Furniture Works	<input type="checkbox"/> Electrical Works
<input type="checkbox"/> Welding Works	<input type="checkbox"/> Plumbing Works	<input type="checkbox"/> Heating, Ventilating, Air conditioning & Refrigeration
<input type="checkbox"/> Machining works (lathe, shaper, drill press, etc.)	<input type="checkbox"/> Instrumentation equipment & Laboratory instrument	<input type="checkbox"/> Others (specify):
<b>Materials/Supplies/Parts:</b> <input type="checkbox"/> Available <input type="checkbox"/> Not Available		

Brief Description of Repair and Maintenance
<ul style="list-style-type: none"> <li>- Checking and Repair of Gym Side lightings and other lights</li> <li>- Checking the Sound System in the Gym</li> </ul> <p>(In preparation of the coming Welcoming of the Limited Face to Face (F2F) for students program to be held at the University Gymnasium on Monday, March 21, 2022 event)</p>

Filled in by PPO personnel		
Part/Supplies/Materials Required	Manpower Requirement	Estimated hours/days to finished

Filled in by the requesting party after the conduct of repair and maintenance														
Conducted by: <u>PPO Personnel</u> <i>(Name &amp; Signature)</i>  PPO Unit: _____  Checked & Verified by: <u>PPO Head</u> <i>(Name &amp; Signature)</i>	<table border="1"> <thead> <tr> <th>Service Satisfaction</th> <th>OVER-ALL RATING</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> 1. Not Satisfied</td> <td><input type="checkbox"/> 1. - Poor <input type="checkbox"/> 2. - Fair</td> </tr> <tr> <td><input type="checkbox"/> 2. Slightly Satisfied</td> <td><input type="checkbox"/> 3. - Good <input type="checkbox"/> 4. - Very Good</td> </tr> <tr> <td><input type="checkbox"/> 3. Moderately Satisfied</td> <td><input type="checkbox"/> 5. - Excellent</td> </tr> <tr> <td><input type="checkbox"/> 4. Very Satisfied</td> <td rowspan="2"><b>Comments &amp; Suggestion</b></td> </tr> <tr> <td><input type="checkbox"/> 5. Extremely Satisfied</td> </tr> <tr> <td colspan="2"><b>Name and Signature</b></td> </tr> </tbody> </table>	Service Satisfaction	OVER-ALL RATING	<input type="checkbox"/> 1. Not Satisfied	<input type="checkbox"/> 1. - Poor <input type="checkbox"/> 2. - Fair	<input type="checkbox"/> 2. Slightly Satisfied	<input type="checkbox"/> 3. - Good <input type="checkbox"/> 4. - Very Good	<input type="checkbox"/> 3. Moderately Satisfied	<input type="checkbox"/> 5. - Excellent	<input type="checkbox"/> 4. Very Satisfied	<b>Comments &amp; Suggestion</b>	<input type="checkbox"/> 5. Extremely Satisfied	<b>Name and Signature</b>	
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