



REPAIR AND MAINTENANCE REQUEST

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

Filled in by requesting party	
Date filed	Jan. 12, 2021
Building/Facility/ House No./ Apartment No./	
Department	Dept. of Soil Science
Location	Room 117
Requesting party	Angelica C. Key
Designation/ Position	Lab. Tech II

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

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

Brief Description of Repair and Maintenance	
Check and repair of electrical wires in Room 117 (SRP4L) for cutters. Especially in preparation Room.	

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