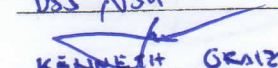




REPAIR AND MAINTENANCE REQUEST

| | |
|---|--|
| Filled in by requesting party | |
| Date filed | : Jan 15, 2022 |
| Building/Facility/ House No/ Apartment No./ Department | : ROOM 200 XRD ROOM, DEPARTMENT OF SON SCIENCE |
| Location | : DSS VISU |
| Requesting party | :  KENNETH GRAIZ |
| Designation/ Position | : Instructor |

| | |
|-------------------------------|---|
| Filled in by PPO | |
| Date received | : |
| Received by | : |
| Designation/ Position | : |
| 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

- | | | |
|--|--|---|
| <input type="checkbox"/> Vehicle Repair | <input type="checkbox"/> Carpentry & Furniture Works | <input checked="" 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): |

Brief Description of Repair and Maintenance

Wiring of Lights (Lights are blinking when the UPS of the equipment is turned on.)

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