



## REPAIR AND MAINTENANCE REQUEST

### REQUEST INFORMATION

*Filled in by requesting party*

Date filed : January 20, 2024

Building/Department : Dept. of Economics

Location : Upper Campus

Requesting party : LEMUEL PRECIADOS

Name &amp; Signature

Designation/Position : Head, DoEcon

Contact no./Email : 1024

*Filled in by PPO*

Date received :

Received by

Name &amp; Signature

Designation/Position :

Request Reference Number :

*Please check and specify the nature of work requested:*
☐ Vehicle Repair

☒ Welding Works

☐ Machining works  
(Lathe, shaper, drill press, etc.)

☐ Carpentry & Furniture Works

☐ Plumbing Works

☐ Instrumentation equipment  
& Laboratory instrument

☐ Electrical Works

☐ Heating, Ventilating, Air  
conditioning & Refrigeration

☐ Others (specify in the brief description  
below)

### Brief Description of the Nature of Work Requested

Request for welding a customized barrel bolt as permanent lock of the 4 doors in room DOE 234 and 235 considering that facilities (speakers, microphones, projectors) are installed already for classes use. Safety and security for these facilities are main concern, hence request said welding service works.

### INSPECTION (Filled in by PPO 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 of repair: \_\_\_\_\_

☐ Not Available

☐ Not Available

Conducted:

PPO Maintenance Personnel/Name &amp; Sign

Confirmed:

Name and Signature

Designation/Position

Designation/Position

### ACCOMPLISHMENT

*Filled in by PPO Personnel*

 Conducted  
by

 PPO Maintenance Personnel  
(Name and Signature)

 Date & Time  
Started

 Date & Time  
Finished

 Checked  
& verified

 PPO Head/Director  
(Name and Signature)

Notes:

*Filled in by Requesting Party*

#### Service Satisfaction

- ☐ 1. Not Satisfied  
☐ 2. Slightly Satisfied  
☐ 3. Moderately Satisfied  
☐ 4. Very Satisfied  
☐ 5. Extremely Satisfied

#### OVER ALL RATING

- ☐ 1. Poor      ☐ 2. Fair  
☐ 3. Good      ☐ 4. Very Good  
☐ 5. Excellent

#### Comments & Suggestion

Name &amp; Signature

Designation/Position