



REPAIR AND MAINTENANCE REQUEST

REQUEST INFORMATION	
<i>Filled in by requesting party</i>	
Date filed	: January 31, 2023
Building/Department	: Advanced Research Innovation Center
Location	: Visayas State University
Requesting party	: MA. THERESA P. LORETO
	Name & Signature
Designation/Position	: Director, ARI Center
Contact no./Email	: mtploreto@vsu.edu.ph
<i>Filled in by PPO</i>	
Date received	:
Received by	Name & Signature
Designation/Position	:
Request Reference Number	:

Please check and specify the nature of work requested:		
<input type="checkbox"/> Vehicle Repair	<input checked="" 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 in the brief description below)
Brief Description of the Nature of Work Requested		
Installation and framing of ARI Center signage		

INSPECTION (Filled in by PPO Personnel)		
Date of Inspection:	Time started:	Time ended:
<input type="checkbox"/> In-House Repair and Maintenance	<input type="checkbox"/> For Outsourcing Repair and Maintenance	
Materials/Parts	Manpower Required:	Estimated hours/days of repair:
<input type="checkbox"/> Available	<input type="checkbox"/> Available	Schedule of repair:
<input type="checkbox"/> Not Available	<input type="checkbox"/> Not Available	
Conducted:	Confirmed:	
PPO Maintenance Personnel/Name & Sign	Name and Signature	
Designation/Position	Designation/Position	

ACCOMPLISHMENT	
<i>Filled in by PPO Personnel</i>	
Conducted by	PPO Maintenance Personnel (Name and Signature)
Date & Time Started	
Date & Time Finished	
Checked & verified	PPO Head/Director (Name and Signature)
Notes:	
<i>Filled in by Requesting Party</i>	
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	Comments & Suggestion
<input type="checkbox"/> 5. Extremely Satisfied	
Name & Signature	
Designation/Position	