



REPAIR AND MAINTENANCE REQUEST

urgent pls.

Filled in by requesting party	
Date filed	: <u>Aug. 3, 2022</u>
Building/Facility/ House No/ Apartment No./ Department	: <u>Dept. of Soil Science</u>
Location	:
Requesting party	: <u>JOSERDSE B. CAPRICHO</u> Name & Signature
Designation/ Position	: <u>Adm. Aide IV</u>

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

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 checked="" type="checkbox"/> Others (specify): <u>Creek & repair of ceiling</u> <u>& electric fan (all class rooms /</u> <u>laboratory room offices of DSO in preparation</u> <u>for face to face class</u>
Materials/Supplies/Parts: <input type="checkbox"/> Available		<input type="checkbox"/> Not Available

Brief Description of Repair and Maintenance

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

Conducted by:	PPO Personnel (Name & Signature)
PPO Unit	
Checked & Verified by:	PPO Head (Name & Signature)

Filled in by the requesting party after the conduct of repair and maintenance	
Service Satisfaction <input type="checkbox"/> 1. Not Satisfied <input type="checkbox"/> 2. Slightly Satisfied <input type="checkbox"/> 3. Moderately Satisfied <input type="checkbox"/> 4. Very Satisfied <input type="checkbox"/> 5. Extremely Satisfied	OVER-ALL RATING <input type="checkbox"/> 1. - Poor <input type="checkbox"/> 2. - Fair <input type="checkbox"/> 3. - Good <input type="checkbox"/> 4. - Very Good <input type="checkbox"/> 5. - Excellent Comments & Suggestion
Name and Signature	