



PHYSICAL PLANT OFFICE

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REPAIR AND MAINTENANCE REQUEST

REQUEST INFORMATION			
Filled in by requesting party		Filled in by PPO	
Date filed	Jan. 27, 2025	Date received	:
Building/Department	SISRDS	Received by	Name & Signature
Location	ISRDS	Designation/Position	
Requesting party	Name & Signature	Request Reference : Mumber	
Designation/Position Contact no./Email	Director		
Please check and specify the nature of work requested:			
☐ Vehicle Repair ☐ Carpentry & Furniture Works ☐ Electrical Works			
☐ Welding Works	Plumbing Works Heating, Ventilating, Air conditioning & Refrigeration		
☐ Machining works (Lathe, shaper, drill press, etc.) ☐ Instrumentation equipment & Laboratory instrument ☐ Others (specify in the brief description below)			
Brief Description of the Nature of Work Requested			
Repair of water pipe and faucet of the female ISRDS comfort room. ASAP			
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			
	Manpower Required: Estima of repa		nated hours/days
☐ Available	☐ Available	Schedule of repair:	
☐ Not Available	□ Not Available	j.	
Conducted: Confirmed: PPO Maintenance Personnel/Name & Sign Name and Signature			
Designation/Position Designation/Position			Designation/Position
ACCOMPLICUMENT			
ACCOMPLISHMENT Filled in by PPO Personnel Filled in by Requesting Party			
Conducted by PP	O Maintenance Personnel	Service Satisfacti	on OVER ALL RATING
Date & Time Started Date & Time	(Name and Signature)	☐ 1. Not Satisfied☐ 2. Slightly Satisfied☐ 3. Moderately Sa☐ 4. Very Satisfied☐	
Finished		☐ 5. Extremely Sati	Sfied Comments & Suggestion
Checked	PPO Head/Director (Name and Signature)	Name &Signature	
Notes:			
		Designation/Position	on

Vision: Mission: A globally competitive university for science, technology, and environmental conservation. Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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