

## REPAIR AND MAINTENANCE REQUEST

Filled in by requesting party	
Date filed	: 27 April 2022
Building/Facility/ House No/ Apartment No./ Department	:
Location	:
Requesting party	: <b>CHARLIE S. ANDAN</b>
	Name & Signature
Designation/ Position	: Head, DMet

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

Please check and specify the nature of work requested		
<input type="checkbox"/> Vehicle Repair	<input checked="" 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): Water supply; Repair of Generator Set

### Materials/Supplies/Parts:

☐ Available

■ Not Available

Brief Description of Repair and Maintenance	
<b><u>Electrical Works:</u></b>	there is short circuit; only temporary electrical line & limited sockets for the lamp; the generator set for standby power needs check-up for repair so that it can be used
<b><u>Water Supply:</u></b>	Water supply is only outside of the building, water should also be distributed inside the building especially the comfort room & the kitchen area
<b><u>Carpentry &amp; Furniture works:</u></b>	the office, quarter & kitchen need repair
<b><i>Note: The Agromet Station is used as laboratory facilities of the BS Meteorology students of VSU.</i></b>	

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

Conducted by:	<hr/>
	PPO Personnel (Name & Signature)
PPO Unit	<hr/>
Checked & Verified by:	<hr/>
	<b>Engr. MARIO LILIO P. VALENZONA</b>
	<hr/>
	PPO Head (Name & Signature)

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