



## REPAIR AND MAINTENANCE REQUEST

### REQUEST INFORMATION

*Filled in by requesting party*

Date filed : December 16, 2024

Building/Department : Eco-FARMI

Location :

Requesting party :

**JEROME O. ARRIBADO**

Name &amp; Signature

Designation/Position :

Director

Contact no./Email :

*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

☐ 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 the air conditioning in the director's office.

### 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 &amp; Time Started :

Date &amp; Time Finished :

Checked &amp; 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