



## PHYSICAL PLANT OFFICE

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## REPAIR AND MAINTENANCE REQUEST

REQUEST INFORMATION				
Filled in by requesting party		Filled in by PPO		
Date filed :	November 3, 2023	Date received	-	
Building/Department :	Advanced Research and Innovation Center	Received by	Name & Signature	
Location	2 <sup>nd</sup> floor Lecture Hall	Designation/Position	:	
Requesting party :	MA. THERESA P. LORETO  Name & Signature  Director, ARI Center	Request Reference Number	:	
Contact no./Email	mtploreto@vsu.edu.ph			
Please check and specify the nature of work requested:  ☐ Vehicle Repair ☐ Carpentry & Furniture Works ☐ Electrical Works				
<ul><li>□ Vehicle Repair</li><li>□ Welding Works</li></ul>	☐ Plumbing Wor	Heating,	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				
Air Conditioning Follow-up Check-up: No cooling produced detected after adding and installing freon				
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:	Estimated h	orrepair.	
☐ Available	☐ Available	Schedule o	f repair:	
☐ Not Available	□ Not Available			
Conducted:  PPO Maintenance Personnel/Name & Sign  Confirmed:  Name and Signature				
Designation/Position Designation/Position				
ACCOMPLISHMENT				
Filled in by PPO Personnel		Filled in by Requesting Party		
Conducted : PP	O Maintenance Personnel	Service Satisfaction	OVER ALL RATING	
Date & Time Started Date & Time	(Name and Signature)	☐ 1. Not Satisfied ☐ 2. Slightly Satisfied ☐ 3. Good ☐ 4. Very ☐ 4. Very Satisfied ☐ 5. Excellent ☐ 2. Fair ☐ 3. Good ☐ 4. Very		
Finished		☐ 5. Extremely Satisfied	Comments & Suggestion	
			Johnnenia & ouggestion	
Checked	PPO Head/Director (Name and Signature)	Name &Signature		
Notes:		Designation/Position		

Vision:

A globally competitive university for science, technology, and environmental

conservation.

Mission:

Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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No.