



REPAIR AND MAINTENANCE REQUEST

REQUEST INFORMATION

Filled in by requesting party

Date filed : January 20, 2024

Building/Department : Dept. of Economics

Location : Upper Campus

 Requesting party : **LEMUEL PRECIADOS**

Name & Signature

Designation/Position : Head, DoEcon

Contact no./Email : 1024

Filled in by PPO

Date received :

Received by

Name & 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

Request for repairs and painting of 5 tables in all 5 rooms in DOE classrooms, paints of all podiums and carpentry works for box shelves for speakers and microphone in all the classroom.

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 & Sign

Confirmed:

Name and Signature

Designation/Position

Designation/Position

ACCOMPLISHMENT

Filled in by PPO Personnel

 Conducted
by

 PPO Maintenance Personnel
(Name and Signature)

 Date & Time
Started

 Date & Time
Finished

 Checked
& 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 & Signature

Designation/Position