

PHYSICAL PLANT SERVICE REQUEST FORM

Filled in by requesting party	
Date filed	: 5/16/2022
Building/Facility/ House No/ Apartment No./ Department	: RCCRDC
Location	: Back of the Admin. Bldg
Requesting party	: <u>EDUARDO O. MANGAOANG</u>
Designation/ Position	: Director

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

To be accomplished in three (3) copies

Please check and specify the nature of service request

<input type="checkbox"/> Audio System (amplifier, speakers and microphones) With Lights? Yes. ___ No. ___ Setup Location: _____ Date & Time Needed: _____ Estimated Duration (hrs): _____	<input type="checkbox"/> Tent installation/s Setup Location: _____ No. of tent: _____ Tent size: _____
<input type="checkbox"/> Land preparation, plowing & harrowing Location/Area covered: _____ Estimated passing trip: _____	<input type="checkbox"/> Fabrication/s (new cabinets, furniture, metal works and other fabrications not considered as repair and maintenance) <input type="checkbox"/> Installation/s (tarpaulin, signage, new lock & knobs & other installation not considered as repair and maintenance)
<input type="checkbox"/> Site development, levelling, scrapping & backfilling Location: _____	<input type="checkbox"/> Machining works (lathe, shaper, drill press & etc.)
<input type="checkbox"/> Hauling (Construction materials, office equipment & etc.) From: _____ To: _____	<input type="checkbox"/> Others (specify): _____

Brief Description of Service Request

Request for an emergency installation of Training Hall Air Conditioner outlet in second floor of the Bldg. to be use for upcoming training this Next Month

Service Conducted by	: _____ Name & Signature
PPO Unit	: _____
Conformed by (Requesting Party)	: _____ Name & Signature
Checked by (PPO Unit Head)	: _____ Name & Signature

To be filled by the requesting party after service request conducted

Overall Service Satisfaction

1. Not Satisfied _____
2. Slightly Satisfied _____
3. Moderately Satisfied _____
4. Very Satisfied _____
5. Extremely Satisfied _____