



## REPAIR AND MAINTENANCE REQUEST

Filled in by requesting party		Filled in by GSD	
Date filed	: March 5, 2023	Date received	:
Building/Facility/House		Received by	
No./Apartment No./			Name & Signature
Department	: #100 Warner Apts.	Designation/Position	:
Location	: at the back of VSU	Job request control	:
Requesting party	: Maria Teresa A Cruz	number	:
Designation/Position	: Head, Internal Audit Service		

Note:

- Three (3) copies: (1) for requesting party, (1) for GSD unit Head & (1) for maintenance team
- One (1) job request in every of GSD unit
- Job request control number is required.

Please check and specify the nature of work requested

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Vehicle Repair  | <input type="checkbox"/> Carpentry & Furniture Works                          | <input checked="" type="checkbox"/> Electrical Works                               |
| <input type="checkbox"/> Welding Works   | <input type="checkbox"/> Plumbing Works                                       | <input type="checkbox"/> Electronic/Sound Service                                  |
| <input type="checkbox"/> Machining works<br>(lathe, shaper, drill press, etc.) | <input type="checkbox"/> Instrumentation equipment<br>& Laboratory instrument | <input type="checkbox"/> Heating, Ventilating, Air<br>conditioning & Refrigeration |
|  |   | <input type="checkbox"/> Others<br>(specify):                                      |

① Installation of electrical outlet - double socket on left & right side of laundry area. ② Recheck all outlets if functional.

Materials/Supplies/Parts:

☒ Available

☐ Not Available

Filled in by GSD personnel

Part/Supplies/Materials Required	Manpower Requirement	Estimated hours/days to finished

 Inspected  
by:

 Checked &  
Verified by:

 Approved  
by:

GSD Maintenance

GSD Unit Head Supervisor

GSD Director

Cost Estimate for Billing (Filled in by GSD personnel)

Equipment/Material/Supplies used	Quantity/Units	No. of Hours/Days	Price	Amount	Date Started
1.					
2.					
3.					
4.					
Total					Date Completed

Prepared by:

Recorded by:

Accepted by:

GSD Maintenance

GSD Administrative Aide

Requesting party/Agency Head