



REPAIR AND MAINTENANCE REQUEST

REQUEST INFORMATION

Filled in by requesting party

Date filed : Nov. 20, 2024

Building/Department : ISRDS

Location : ISRDS

Requesting party : LILIAN B. NUÑEZ
Name & Signature

Designation/Position : Director

Contact no./Email :

Filled in by PPO

Date received :

Received by

Name & Signature

Designation/Position :

Request Reference
Number :*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"/> Heating, Ventilating, Air conditioning & Refrigeration |
| <input type="checkbox"/> Machining works
(Lathe, shaper, drill press, etc.) | <input type="checkbox"/> Instrumentation equipment
& Laboratory instrument | <input type="checkbox"/> Others (specify in the brief description below) |

Brief Description of the Nature of Work Requested

Repair electrical wiring inside and outside of ISRDS building and parking area and replacement of bulbs and fluorescent lamps of the said areas.

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