



**REPAIR AND MAINTENANCE REQUEST**

Filled in by requesting party	
Date filed	: April 26, 2022
Building/Facility/ House No/ Apartment No./ Department	: Biotechnology
Location	: Upper Campus
Requesting party	: <u>Lourd Franz M. Gabunada</u>
Designation/ Position	: Faculty

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

Note:

- i. Three (3) copies: (1) for requesting party, (1) for PPO unit Head & (1) for maintenance team
- ii. One (1) job request in every of PPO unit
- iii. 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 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<br>(lathe, shaper, drill press, etc.) | <input type="checkbox"/> Instrumentation<br>equipment<br>& Laboratory instrument | <input type="checkbox"/> Others (specify): _____                                |

Brief Description of Repair and Maintenance
Air-conditioner line is not working since April 20, 2022

Materials/Supplies/Parts:  Available  Not Available

Filled in by PPO personnel		
Part/Supplies/Materials Required	Manpower Requirement	Estimated hours/days to finished

Inspected by: \_\_\_\_\_  
PPO Maintenance

Checked & Verified by: \_\_\_\_\_  
PPO Unit Head

Approved by: \_\_\_\_\_  
PPO Director