



### REPAIR AND MAINTENANCE REQUEST

Filled in by requesting party	
Date filed	April 22, 2022
Building/Facility/ House No/ Apartment No./ Department	Institute of Human Kinetics
Location	IHK
Requesting party	CHARIS B. LIMBO Name & Signature
Designation/ Position	Director, IHK

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

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 (lathe, shaper, drill press, etc.)	<input type="checkbox"/> Instrumentation equipment & Laboratory instrument	<input type="checkbox"/> Others (specify):
Materials/Supplies/Parts: <input type="checkbox"/> Available <input type="checkbox"/> Not Available		

Brief Description of Repair and Maintenance
- Check the electrical lines (lights) at the IHK Faculty Room 2

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

Filled in by the requesting party after the conduct of repair and maintenance															
Conducted by: PPO Personnel (Name & Signature)  PPO Unit: _____  Checked & Verified by: PPO Head (Name & Signature)	<table border="1"> <thead> <tr> <th>Service Satisfaction</th> <th>OVER-ALL RATING</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> 1. Not Satisfied</td> <td><input type="checkbox"/> 1. - Poor <input type="checkbox"/> 2. - Fair</td> </tr> <tr> <td><input type="checkbox"/> 2. Slightly Satisfied</td> <td><input type="checkbox"/> 3. - Good <input type="checkbox"/> 4. - Very Good</td> </tr> <tr> <td><input type="checkbox"/> 3. Moderately Satisfied</td> <td><input type="checkbox"/> 5. - Excellent</td> </tr> <tr> <td><input type="checkbox"/> 4. Very Satisfied</td> <td>Comments &amp; Suggestion</td> </tr> <tr> <td><input type="checkbox"/> 5. Extremely Satisfied</td> <td> </td> </tr> <tr> <td>Name and Signature</td> <td> </td> </tr> </tbody> </table>	Service Satisfaction	OVER-ALL RATING	<input type="checkbox"/> 1. Not Satisfied	<input type="checkbox"/> 1. - Poor <input type="checkbox"/> 2. - Fair	<input type="checkbox"/> 2. Slightly Satisfied	<input type="checkbox"/> 3. - Good <input type="checkbox"/> 4. - Very Good	<input type="checkbox"/> 3. Moderately Satisfied	<input type="checkbox"/> 5. - Excellent	<input type="checkbox"/> 4. Very Satisfied	Comments & Suggestion	<input type="checkbox"/> 5. Extremely Satisfied		Name and Signature	
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