



**Davao City Water District  
General Services Department  
Building and Ground Maintenance Division**

GSD-F03  
Rev. No. 0  
Aug 1, 2018

MWRF No. \_\_\_\_\_

## MAINTENANCE WORK REQUEST

Requisitioning Department \_\_\_\_\_  
Name of Caller/Client: \_\_\_\_\_

Date: \_\_\_\_\_  
TIME \_\_\_\_\_

### REQUESTS/COMPLAINTS

- ELECTRICAL & ELECTRONIC COMMUNICATION EQUIPMENT**
- Busted/blinking lightings
  - Burnt/worn out electrical wirings
  - Defective/worn-out lighting accessories
  - Check-up/repair of air-conditioning and ventilation units
  - Check-up/repair maintenance of electrical appliances
  - Check-up/repair of telephone line/connection
  - Check-up/repair of Telephone/PABX units
  - Malfunctioning of sound system
  - Others: \_\_\_\_\_

- PLUMBING WORKS**
- Busted/leaked water pipe and/or loose thread faucets
  - Clogged up floor drain, lavatory, urinal/toilet bowl, etc.
  - Worn-out/defective water closet and accessories/fittings
  - Other: \_\_\_\_\_

- CARPENTRY, MASONRY & TINSMITHRY**
- Check-up/repair furniture (tables, chairs, cabinets, etc.)
  - Check-up/repair of furniture accessories
  - Check-up/repair of door/window jamb/glass door
  - Defective door knob or door closer
  - Worn-out interior fixtures (walling, ceiling, flooring, etc.)
  - Fabrication of furniture (tables, chairs, cabinets, etc.)
  - Check-up/repair aluminum/aircon frame/steel cabinets
  - Check-up/repair grilles/gate/perimeter fence
  - Others: \_\_\_\_\_

- OTHER SERVICES**
- Repainting/painting works
  - Check-up drinking fountain units
  - Inspection of area for termite and RAMP services
  - Other: \_\_\_\_\_

REMARKS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Respondent / Assigned Personnel:  
\_\_\_\_\_

Dispatched by:  
\_\_\_\_\_ Time: \_\_\_\_\_

[This portion to be accomplish by the Responder]

### ACTION TAKEN

Work Done: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### MATERIALS / TOOLS USE

PARTICULARS	PARTICULARS

Responder / Assigned Personnel:  
\_\_\_\_\_

Conformed by:  
\_\_\_\_\_  
Requisitioner \_\_\_\_\_ Date \_\_\_\_\_