

SAN JOSE WATER					PRODUCTION & DISTRIBUTION DEPARTMENT				
City of San Jose del Monte, Bulacan					Water Treatment Plant Division				
WTP MAINTENANCE REQUEST FORM									
(TO BE FILLED UP BY ORIGINATOR IN SINGLE COPY)									
STATION		Location			Current Status (check below)				
Facility/Equipment Code					Operational (under monitoring)		1		Mark box
Facility/Equipment					Emergency shutdown		2		
Description					Defective		3		
PROBLEM DESCRIPTION:					Job Priority (check below)				
					Emergency		1		Mark box
					Urgent,within today		2		
					Within ____ day/s		3		
					For scheduling		4		
(With advance info to _____ thru _____				Date				Time	
Maintenance Requested by		Prepared		WTP MRF Number:		Forwarded to PMG			
		DateTime				DateTime			
MRF-201__-____									
(TO BE FILLED UP BY WTP-PMG)									
CAUSES: (Description)					Wear &Tear		1		Mark box
					Accident		2		
					Misuse		3		
					Neglect		4		
					Component failure		5		
					Unit/system failure (internal)		6		
					External cause		7		
ACTION TAKEN:					Inspected		1		Mark box
					Adjusted		2		
					Repaired		3		
					Replaced		4		
					Modified		5		
					Installed New (unit)		6		
Remarks After Completion:					Confirmation of Originator or Group				
					Initial / Sign		Date		Time
Started		Completed		Total Repair	Down Time, hrs		Remarks		
Date	Time	Date	Time	Time, hrs.					
ID No.	Personnel			Position		Remarks			
Accomplished by:		Checked by:			Approved by:				
		Engineer A, WTP Division			Manager, WTP Division				

SAN JOSE WATER					PRODUCTION & DISTRIBUTION DEPARTMENT				
City of San Jose del Monte, Bulacan					Water Treatment Plant Division				
WTP MAINTENANCE REQUEST FORM									
(TO BE FILLED UP BY ORIGINATOR IN SINGLE COPY)									
STATION		Location			Current Status (check below)				
Facility/Equipment Code					Operational (under monitoring)		1		Mark box
Facility/Equipment					Emergency shutdown		2		
Description					Defective		3		
PROBLEM DESCRIPTION:					Job Priority (check below)				
					Emergency		1		Mark box
					Urgent,within today		2		
					Within ____ day/s		3		
					For scheduling		4		
(With advance info to _____ thru _____				Date				Time	
Maintenance Requested by		Prepared		WTP MRF Number:		Forwarded to PMG			
		DateTime				DateTime			
MRF-201__-____									
(TO BE FILLED UP BY PMG)									
CAUSES: (Description)					Wear &Tear		1		Mark box
					Accident		2		
					Misuse		3		
					Neglect		4		
					Component failure		5		
					Unit/system failure (internal)		6		
					External cause		7		
ACTION TAKEN:					Inspected		1		Mark box
					Adjusted		2		
					Repaired		3		
					Replaced		4		
					Modified		5		
					Installed New (unit)		6		
Remarks After Completion:					Confirmation of Originator or Group				
					Initial / Sign		Date		Time
Started		Completed		Total Repair	Down Time, hrs		Remarks		
Date	Time	Date	Time	Time, hrs.					
ID No.	Personnel			Position		Remarks			
Accomplished by:		Checked by:			Approved by:				
		Engineer A, WTP Division			Manager, WTP Division				