



DEPARTMENT/OFFICE
Quezon City, Metro Manila



Control no: _____

DESCRIPTION OF PROPERTY:

NOTE: *To be filled-up completely by the requesting Office/Department:*

Type: _____ Location: _____
 Barangay: _____ District: _____
 Date Constructed: _____ Building Property No: _____
 Nature of Last Repair: _____ Date of Last Repair: _____
 DEFECTS/COMPLAINTS: _____

Scope of Work: _____

Submitted Requirements:

- Renovation Plan of Repair
- Electrical Lay-Out
- Plumbing Lay-Out
- Others: _____

Requested by: _____

 Property Officer
 Date: _____

CITY GENERAL SERVICES DEPARTMENT
 Property Management & Control Division
BUILDING/STRUCTURE

PRE-REPAIR INSPECTION Inspection Report no: _____

Date Requested: _____ Date Inspected: _____

Findings: _____

Pre-Inspected by: _____ Noted by: _____

 Technical Inspector **FAITH C. SALMORIN**
Chief, PMCD

POST-REPAIR INSPECTION

Date Requested: _____ Date Inspected: _____

Findings: _____

Fund Code: _____ Source of Fund: _____
 P.O. NO.: _____ Date : _____ Amount : _____
 Invoice No.: _____ Date : _____ Amount : _____
 Contractor: _____
 Address: _____

Post-Inspected by: _____ Noted by: _____

 Technical Inspector **FAITH C. SALMORIN**
Chief, PMCD
QC-GSD-PPRI-01-C