



## **Building Maintenance Division External Services**



## A. BUILDING MAINTENANCE

To provide technical and working expertise to different request made by different Departments and Quezon City as a whole.

<b>Office/Division</b>	Building Maintenance Division			
<b>Classification</b>	Highly Technical			
<b>Type of Transaction</b>	G2G			
<b>Who may Avail</b>	Government Offices			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter-Request (job description and pictures) 2. Thru Phone Request and/ or verbal (emergency or urgent request) 3. Walk-in/ Personal		City Engineering Department 5 <sup>th</sup> - 7 <sup>th</sup> Floor, Civic Center Building B, Quezon City Hall Compound, Diliman, Quezon City		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Letter-Request from various barangay constituents. 2. Report the concern thru phone. 3. Walk-in	1. Inspection by Building Maintenance Personnel 1.2. Evaluation of reported area/site involved. 1.3. Preparation of Program of Works (Requisition Issued Slip)	None	3 days	<i>City Government Assistant Department Head III</i> Engineering Department  <i>Engineer II</i> Engineering Department
	2. Inform the client of the project's status.  2.1 Approval of project is subjected to availability of materials.	None	With available materials – 10 days or more variable  If materials are unavailable - variable	<i>Engineer II</i> Engineering Department  <i>City Government Department Head III</i> Engineering Department
<b>TOTAL</b>		None	13 days (with available materials Variable (if materials are unavailable)	



## B. DEMOLITION PERMIT

Issuance of Demolition Permit for Quezon City Government buildings.

<b>Office/Division</b>		Building Maintenance Division		
<b>Classification</b>		Complex		
<b>Type of Transaction</b>		G2G		
<b>Who may Avail</b>		Government Offices		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ol style="list-style-type: none"> <li>1. Demolition Permit Application Form / Daily Accomplish signed and sealed by the Civil Engineer/Architect</li> <li>2. ITRUP – General Form No. 12</li> <li>3. Site Development Plan of Building to be demolished</li> <li>4. Demolition Clearance</li> <li>5. Demolition Request Letter</li> <li>6. Recent photos of Subject Structure</li> <li>7. Demolition Procedure (signed by Civil Engineer/Architect)</li> <li>8. Demolition schedule of work</li> <li>9. Demolition Cost Estimate</li> <li>10. Photocopy of PRC ID and PTR of Civil Engineer/Architect in charge</li> </ol>		City Engineering Department 5 <sup>th</sup> - 7 <sup>th</sup> Floor, Civic Center Building B, Quezon City Hall Compound, Diliman, Quezon City		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Letter-Request	1. Letter-request received by the Records Section, Administrative Division	None	30 minutes	<i>OIC, Records Section</i> Engineering Department
	2. Route to the City Engineer	None	1 day	<i>City Government</i> <i>Department Head III</i> Engineering Department
	3. Route to Building Maintenance Division 3.1. Course of action 3.1.1. Conduct site Inspection 3.1.2. Document Check 3.1.3. Preparation of Report 3.1.4. Issuance of Demolition Permit.	None	4 days	<i>City Government Assistant</i> <i>Department Head III</i> Engineering Department  <i>Engineer II</i> Engineering Department



	4. Route to the City Engineer for approval and signature of Demolition Permit	None	1 day	<i>City Government Department Head III Engineering Department</i>
	5. Preparation of endorsement to requesting barangay, copy furnished to General Services Department 5.1. Route to the City Engineer for signature 5.2. Route to the Records Section, Administrative Division for record and release.		1 day	<i>Administrative Officer IV (HRMO II)</i>  <i>City Government Department Head III Engineering Department</i>  <i>OIC, Records Section Engineering Department</i>
	<b>TOTAL</b>	None	7 days, 30 minutes	



## C. MECHANICAL PERMIT

Issuance of Mechanical Permit for Quezon City Government buildings.

<b>Office/Division</b>		Building Maintenance Division		
<b>Classification</b>		Complex		
<b>Type of Transaction</b>		G2G		
<b>Who may Avail</b>		Government Offices		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ol style="list-style-type: none"> <li>1. Designed plan and specification with sign and seal of PME.</li> <li>2. Brochure / Machine Specification</li> <li>3. Accomplished Mechanical Form with sign and seal of PME</li> <li>4. Cost Estimate</li> <li>5. Program of Works</li> </ol>		City Engineering Department 5 <sup>th</sup> - 7 <sup>th</sup> Floor, Civic Center Building B, Quezon City Hall Compound, Diliman, Quezon City		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Letter-Request	1. Letter-request received by the Records Section, Administrative Division	None	30 minutes	<i>OIC, Records Section Engineering Department</i>
	2. Route to the City Engineer	None	1 day	<i>City Government Department Head III Engineering Department</i>
	3. Route to Building Maintenance Division 3.1. Course of action 3.1.1. Conduct site inspection 3.1.2. Document check 3.1.3. Preparation of report and 3.1.4. Issuance of Mechanical Permit	None	4 days	<i>City Government Assistant Department Head III Engineering Department  Engineer II Engineering Department</i>
	4. Route to the City Engineer for approval and signature of Mechanical Permit	None	1 day	<i>City Government Department Head III Engineering Department</i>



	<p>5. Preparation of endorsement to requesting barangay, copy furnished to General Services Department</p> <p>5.1. Route to the City Engineer for signature</p> <p>5.2. Route to the Records Section, Administrative Division for record and release</p>		<p>1 day</p>	<p><i>Administrative Officer IV (HRMO II)</i></p> <p><i>City Government Department Head III Engineering Department</i></p> <p><i>OIC, Records Section Engineering Department</i></p>
<b>TOTAL</b>		None	7 days, 30 minutes	



## D. ISSUANCE OF RENEWAL FOR ANNUAL MECHANICAL CERTIFICATE TO OPERATE

Annual inspection of elevators and gensets in the City Government buildings.

<b>Office/Division</b>		Building Maintenance Division		
<b>Classification</b>		Simple, Complex		
<b>Type of Transaction</b>		G2G		
<b>Who may Avail</b>		Government Offices		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Completion form signed and sealed by PME 2. Load Test certificate (Elevator / Escalator) 3. Generators ATS and Electrical Function Test 4. Safety Device Test 5. Sump Pump Test (if required)		City Engineering Department 5 <sup>th</sup> - 7 <sup>th</sup> Floor, Civic Center Building B, Quezon City Hall Compound, Diliman, Quezon City		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEE TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Letter-Request of various contractors	1. Letter request received by the Records Section, Administrative Division	None	30 minutes	<i>OIC, Records Section Engineering Department</i>
	2. Route to the City Engineer	None	1 day	<i>City Government Department Head III Engineering Department</i>
	3. Route to Building Maintenance Division 3.1. Course of action 3.1.1. Conduct site inspection 3.1.2. Document check 3.1.3. Preparation of report 3.1.4. Issuance of Annual Mechanical Certificate to Operate	None	3 days	<i>City Government Assistant Department Head III Engineering Department</i>  <i>Engineer II Engineering Department</i>



	4. Route to the City Engineer for approval and signature of Annual Mechanical Certificate to Operate	None	1 day	<i>City Government Department Head III Engineering Department</i>
	5. Preparation of endorsement to General Services Department 5.1. Route to the City Engineer for Signature 5.2. Route to the Records Section, Administrative Division for record and release		1 day	<i>Administrative Officer IV (HRMO II)</i>  <i>City Government Department Head III Engineering Department</i>  <i>OIC, Records Section Engineering Department</i>
	<b>TOTAL</b>	None	6 days, 30 minutes	