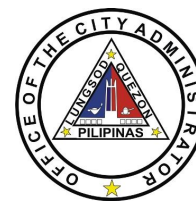




9. Repairs and Maintenance of Existing Streetlights

Existing streetlights are being maintained by the City Government in order to maintain illumination in the area. The act of repairing/replacing streetlight components is being done when it is non-operational or of being a threat to safety of lives and properties.

OFFICE OR DIVISION:	Task Force Streetlighting			
CLASSIFICATION:	Complex / Highly Technical			
TYPE OF TRANSACTION:	G2C – Government to Citizen G2G – Government to Government			
WHO MAY AVAIL:	Quezon City Government Offices/Departments Elected Officials Homeowners Association QC Constituents			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> Request letter from requesting parties Walk-in request/ phone calls 			Client	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits request	1.1. Receives letter request	None	5 mins	Task Force Streetlighting Staff
	1.2. Receives phone call request / walk-in	None	5 mins	Task Force Streetlighting Staff
	1.3. Forwards to Dept. Head for approval of route assignment	None	1 day	Task Force Office-In-Charge/Action Officer or Assistant Action Officer
	1.4. For schedule of site inspection / repair Database input of inspection result (MERALCO & City maintained streetlights) Note: In case of MERALCO post, the requesting party will be notified that the repair cannot be made due to ownership issues, the	None	1 day	Task Force Streetlighting Inspector



	matter shall be forwarded to the right department/ office/agency			
2. Receives notification of request approval	2.1. Repair of non-operational streetlights & always on/damaged post replacement	None	7 days	Task Force Streetlighting Civil & Electrical Crew
	TOTAL	NONE	9 DAYS 10 MINUTES	