

Building Maintenance Division External Services



A. BUILDING MAINTENANCE

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

Office/Division		Building Ma	intenance D	ivision				
Classification			Highly Technical					
Type of Transaction G2G (Government)		G2G (Gove	rnment to G	rnment to Government)				
Who may Avail		Governmen	t Offices					
CHECKLIST OF	REQUIRE	MENTS		WHERE TO	SECURE			
1. Letter-Request (jo	b description	on and		t of Engineering	5 6 6 11 11			
pictures	oot ond/or	v o mbol			g B, Quezon City Hall			
2. Thru Phone Requ			Compound	, Diliman, Quezon	City			
(emergency or urg			FEES TO	PROCESSING	PERSON			
CLIENTS STEPS	AGENCY	ACTIONS	BE PAID	TIME	RESPONSIBLE			
1. Submit the	1. Letter-F	•	None	1 day	Receiving Clerk/Central			
Letter-Request /	receive				Communications Unit			
Report through the department's	be route	Section to			Records Section, Administrative Division			
official e-mail	Building				Administrative Division			
address at	Mainten				Acting Head,			
engineering@	Division	for			Building Maintenance			
quezoncity.gov.	appropr	iate action.			Division			
<u>ph</u>								
 Walk-in								
vvaik-iri	2. Action Engineer		None	3 days	Action Engineer			
	2.1. Evaluation of		None	5 days	Action Engineer			
		orted						
		a/site						
	invo	lved.						
		paration of						
		gram of						
	Woi							
	(Requisition							
	Issued Slip) 3. Inform the client		None	With available	Action Engineer			
	of the p		None	materials –	Action Engineer			
	status.	ပြုပေး ဒ		10 days or more				
	3.1. Appi	oval of		variable				
		ect is						
		ected to		If materials are	Property and Supply			
	avai	ability of		unavailable -	Section, Administrative			



materials		variable	Division
TOTAL	None	14 days (with available materials Variable (if materials are unavailable)	



B. DEMOLITION PERMIT

Issuance of Demolition Permit for Quezon City Government buildings.

Office/Division	Building N	Aaintenance Division	
Classification	Complex		
Type of Transaction	G2G (Gov	vernment to Government)	
Who may Avail	Governme	ent Offices	
CHECKLIST OF REQUIREM	ENTS	WHERE TO SECURE	
1. Demolition Permit Application		Department of Engineering	
Daily Accomplish signed and s		8 th Floor, Civic Center Building B, Quezon City Hall	
by the Civil Engineer/Architect		Compound, Diliman, Quezon City	
2. ITRUP – General Form No. 12			
3. Site Development Plan of Build	ding to be		
demolished			
4. Demolition Clearance			
5. Demolition Request Letter			
6. Recent photos of Subject Struc	cture		
7. Demolition Procedure (signed	by Civil		
Engineer/Architect)			
8. Demolition schedule of work			
9. Demolition Cost Estimate			
10. Photocopy of PRC ID and PT	R of		
Civil Engineer/Architect in char	ge		

CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Letter-Request / Report through the department's official e-mail address at engineering@ quezoncity.gov. ph	1. Letter-Request received by the Records Section to be routed to Building Maintenance Division for appropriate action.	None	1 day	Receiving Clerk/Central Communications Unit Records Section, Administrative Division Acting Division Head, Building Maintenance Division
Walk-in				
	2. Course of action 2.1. Conduct site Inspection 2.2. Document Check 2.3. Preparation of Report 2.4. Issuance of Demolition	None	4 days	Building Maintenance Inspector Building Maintenance Division



Permit			
3. Route to the City Engineer for approval and signature of	None	1 day	Assigned Staff Records Section, Administrative Division
Demolition Permit			
4. Preparation of endorsement to requesting barangay, copy furnished to General Services Department 4.1. Route to the City Engineer for signature 4.2. Route to the Records Section, Administrative		1 day	Building Maintenance Inspector Building Maintenance Division City Engineer's Staff
Division for record and release.			
TOTAL	None	7 days	



C. MECHANICAL PERMIT

Issuance of Mechanical Permit for Quezon City Government buildings.

Office/Division	Building Maintenance Division		
Classification	Complex		
Type of Transaction	G2G (Go	vernment to Government)	
Who may Avail	Governme	ent Offices	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
 Designed plan and specification sign and seal of PME. Brochure / Machine Specification Accomplished Mechanical Form sign and seal of PME Cost Estimate Program of Works 	n	Department of Engineering 8 th Floor, Civic Center Building B, Quezon City Hall Compound, Diliman, Quezon City	

5. Program of Works				
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Letter-Request / Report through the department's official e-mail address at engineering@ quezoncity.gov. ph Walk-in	Letter-Request by the Records Section to be routed to Building Maintenance Division for appropriate action.	None	1 day	Receiving Clerk/Central Communications Unit Records Section, Administrative Division Acting Division Head, Building Maintenance Division
	2. Course of action 2.1. Conduct site inspection 2.2. Document check 2.3. Preparation of report and 2.4. Issuance of Mechanical Permit	None	3 days	Building Maintenance Inspector Building Maintenance Division
	3. Route to the City Engineer for approval and signature of Annual Mechanical Certificate to	None	2 days	Building Maintenance Inspector Building Maintenance Division



Operate.			
3.1. Preparation of			
endorsement			
to General			
Services			
Department			
3.2. Route to the			City Engineer's Staff
Records			
Section,			
Administrative			
Division for			
record and			
release.			
TOTAL	None	6 days	

D. ISSUANCE OF PERMIT OR CERTIFICATE TO OPERATE

Inspection of elevators and gensets in the City Government buildings.

Office/Division	Building Maintenance Division			
Classification	Simple, C	Complex		
Type of Transaction	G2G (Go	overnment to Government)		
Who may Avail	Government Offices			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Completion form signed and sealed	by PME	Department of Engineering		
2. Brochure Specifications and Plans		8 th Floor, Civic Center Building B, Quezon City Hall		
3. Identification of Safety Devices		Compound, Diliman, Quezon City		
4. Actual Load Test				
5. Load Test Certificate signed and sealed				
by PME				

CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Letter- Request / Report through the department's official e-mail address at	Letter-Request received by the Records Section to be routed to Building Maintenance Division for appropriate	None	1 day	Receiving Clerk/Central Communications Unit Records Section, Administrative Division
engineering@ quezoncity.gov.p h	action.			Acting Division Head, Building Maintenance Division
Walk-in	2. Course of action 2.1. Conduct site inspection Document check 2.3. Preparation of report 2.4. Preparation of Certificate to Operate	None	3 days	Building Maintenance Inspector Building Maintenance Division
	3. Route to the City Engineer for approval and signature of Annual Mechanical Certificate to Operate.	None	2 days	Building Maintenance Inspector Building Maintenance Division



3.1.	Preparation of			
	endorsement			
	to General			
	Services			
	Department			
3.2.	Route to the			City Engineer's Staff
	Records			, 3
	Section,			
	Administrative			
	Division for			
	record and			
	release.			
	TOTAL	None	6 days	

E. ISSUANCE OF RENEWAL FOR ANNUAL MECHANICAL CERTIFICATE TO OPERATE

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

Office/Division	Building Maintenance Division		
Classification	Simple, Co	omplex	
Type of Transaction	G2G (Gove	ernment to Government)	
Who may Avail	Governme	nt Offices	
CHECKLIST OF REQUIREM	ENTS	WHERE TO SECURE	
Completion form signed and sealed by PME		Department of Engineering 8 th Floor, Civic Center Building B, Quezon City Hall	
Load Test certificate (Elevator / Escalator		Compound, Diliman, Quezon City	
Generators ATS and Electrical Function Test			
Safety Device Test Sump Pump Test (if required)			

CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Letter-Request / Report through the department's official e-mail address at engineering@ quezoncity.gov. ph	1. Letter-Request received by the Records Section to be routed to Building Maintenance Division for appropriate action.	None	1 day	Receiving Clerk/Central Communications Unit Records Section, Administrative Division Acting Division Head, Building Maintenance Division
Walk-in	2. Course of action 2.1. Conduct site inspection 2.2. Document check 2.3. Preparation of report 2.4. Preparation of Annual Mechanical Certificate to Operate	None	3 days	Building Maintenance Inspector Building Maintenance Division



3. Route to the City Engineer for approval and signature of Annual Mechanical Certificate to Operate. 3.1. Preparation of endorsement to General Services Department 3.2. Route to the Records Section, Administrative Division for record and	None	2 days	Building Maintenance Inspector Building Maintenance Division City Engineer's Staff
release.	None	6 days	
IOIAL	INOLIC	o days	