



## **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.

<b>Office/Division</b>		Building Maintenance Division		
<b>Classification</b>		Highly Technical		
<b>Type of Transaction</b>		G2G (Government to Government)		
<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)		Department of Engineering 8 <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. Submit the Letter-Request / Report through the department's official e-mail address at <a href="mailto:engineering@quezoncity.gov.ph">engineering@quezoncity.gov.ph</a>  Walk-in	1. Letter-Request received by the Records Section to be routed to Building Maintenance Division for appropriate action.	None	1 day	<i>Receiving Clerk/Central Communications Unit</i> Records Section, Administrative Division  <i>Acting Head,</i> Building Maintenance Division
	2. Action Engineer 2.1. Evaluation of reported area/site involved. 2.2. Preparation of Program of Works (Requisition Issued Slip)	None	3 days	<i>Action Engineer</i>
	3. Inform the client of the project's status. 3.1. Approval of project is subjected to availability of	None	With available materials – 10 days or more variable  If materials are unavailable -	<i>Action Engineer</i>  Property and Supply Section, Administrative



	materials		variable	Division
	<b>TOTAL</b>	None	14 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 (Government to Government)			
<b>Who may Avail</b>	Government Offices			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ol style="list-style-type: none"> <li>Demolition Permit Application Form / Daily Accomplish signed and sealed by the Civil Engineer/Architect</li> <li>ITRUP – General Form No. 12</li> <li>Site Development Plan of Building to be demolished</li> <li>Demolition Clearance</li> <li>Demolition Request Letter</li> <li>Recent photos of Subject Structure</li> <li>Demolition Procedure (signed by Civil Engineer/Architect)</li> <li>Demolition schedule of work</li> <li>Demolition Cost Estimate</li> <li>Photocopy of PRC ID and PTR of Civil Engineer/Architect in charge</li> </ol>		Department of Engineering 8 <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>
<ol style="list-style-type: none"> <li>Submit the Letter-Request / Report through the department's official e-mail address at <a href="mailto:engineering@quezoncity.gov.ph">engineering@quezoncity.gov.ph</a></li> </ol> Walk-in	<ol style="list-style-type: none"> <li>Letter-Request received by the Records Section to be routed to Building Maintenance Division for appropriate action.</li> </ol>	None	1 day	<i>Receiving Clerk/Central Communications Unit</i> Records Section, Administrative Division  <i>Acting Division Head,</i> Building Maintenance Division
	<ol style="list-style-type: none"> <li>Course of action               <ol style="list-style-type: none"> <li>Conduct site Inspection</li> <li>Document Check</li> <li>Preparation of Report</li> <li>Issuance of Demolition</li> </ol> </li> </ol>	None	4 days	<i>Building Maintenance Inspector</i> Building Maintenance Division





## 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 (Government to Government)			
<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>		Department of Engineering 8 <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>
<ol style="list-style-type: none"> <li>1. Submit the Letter-Request / Report through the department's official e-mail address at <a href="mailto:engineering@quezoncity.gov.ph">engineering@quezoncity.gov.ph</a></li> </ol> <p>Walk-in</p>	<ol style="list-style-type: none"> <li>1. Letter-Request by the Records Section to be routed to Building Maintenance Division for appropriate action.</li> </ol>	None	1 day	<i>Receiving Clerk/Central Communications Unit</i> Records Section, Administrative Division  <i>Acting Division Head,</i> Building Maintenance Division
	<ol style="list-style-type: none"> <li>2. Course of action               <ol style="list-style-type: none"> <li>2.1. Conduct site inspection</li> <li>2.2. Document check</li> <li>2.3. Preparation of report and</li> <li>2.4. Issuance of Mechanical Permit</li> </ol> </li> </ol>	None	3 days	<i>Building Maintenance Inspector</i> Building Maintenance Division
	<ol style="list-style-type: none"> <li>3. Route to the City Engineer for approval and signature of Annual Mechanical Certificate to</li> </ol>	None	2 days	<i>Building Maintenance Inspector</i> Building Maintenance Division



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



## D. ISSUANCE OF PERMIT OR CERTIFICATE TO OPERATE

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 (Government to Government)
<b>Who may Avail</b>	Government Offices

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Completion form signed and sealed by PME 2. Brochure Specifications and Plans 3. Identification of Safety Devices 4. Actual Load Test 5. Load Test Certificate signed and sealed by PME	Department of Engineering 8 <sup>th</sup> Floor, Civic Center Building B, Quezon City Hall Compound, Diliman, Quezon City

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 <a href="mailto:engineering@quezoncity.gov.ph">engineering@quezoncity.gov.ph</a>  Walk-in	1. Letter-Request received by the Records Section to be routed to Building Maintenance Division for appropriate action.	None	1 day	<i>Receiving Clerk/Central Communications Unit</i> Records Section, Administrative Division  <i>Acting Division Head,</i> Building Maintenance Division
	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	<i>Building Maintenance Inspector</i> Building Maintenance Division
	3. Route to the City Engineer for approval and signature of Annual Mechanical Certificate to Operate.	None	2 days	<i>Building Maintenance Inspector</i> Building Maintenance Division





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



## E. 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 (Government to Government)		
<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. Completion form signed and sealed by PME</li> <li>2. Load Test certificate (Elevator / Escalator)</li> <li>3. Generators ATS and Electrical Function Test</li> <li>4. Safety Device Test</li> <li>5. Sump Pump Test (if required)</li> </ol>		Department of Engineering 8 <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>
<ol style="list-style-type: none"> <li>1. Submit the Letter-Request / Report through the department's official e-mail address at <a href="mailto:engineering@quezoncity.gov.ph">engineering@quezoncity.gov.ph</a></li> </ol> Walk-in	<ol style="list-style-type: none"> <li>1. Letter-Request received by the Records Section to be routed to Building Maintenance Division for appropriate action.</li> </ol>	None	1 day	<i>Receiving Clerk/Central Communications Unit</i> Records Section, Administrative Division  <i>Acting Division Head,</i> Building Maintenance Division
	<ol style="list-style-type: none"> <li>2. Course of action               <ol style="list-style-type: none"> <li>2.1. Conduct site inspection</li> <li>2.2. Document check</li> <li>2.3. Preparation of report</li> <li>2.4. Preparation of Annual Mechanical Certificate to Operate</li> </ol> </li> </ol>	None	3 days	<i>Building Maintenance Inspector</i> Building Maintenance Division



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