

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 Mainten | ance Divisior | า | | | |
|--|---|--|---------------------|--|---|--|--|
| Classification | | Highly Technical | | | | | |
| Type of Transaction | า | | ment to Government) | | | | |
| Who may Avail | | Government Offi | | | | | |
| | CHECKLIST OF REQUIREMENTS | | | WHERE TO SI | ECURE | | |
| 1. Letter-Request (jol | o descriptio | on and pictures | Applicant/C | lient | | | |
| Thru Phone Request and/ or verbal (emergency or urgent request) | | | | | | | |
| CLIENTS STEPS | AGEN | CY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE | | |
| 1. Submit the Letter-Request/ Report through the department's official e-mail address at <u>engineering@</u> <u>quezoncity.gov.ph</u> . Walk-in | Section to Building I Division f action. 1.2 Actio 1.2.1 E | by the Records be routed to Maintenance or appropriate n Engineer valuation of d area/site | None | 1 day 3 days | Administrative Officer V (Records Officer III) Quezon City Department of Engineering Engineer III Quezon City Department of Engineering Engineer III Quezon City Department of Engineering | | |
| | 1.2.2 F Progra (Requi Slip) | Preparation of m of Works sition Issued | Nana | | | | |
| | the proje 1.3.1 A project | n the client of ct's status. pproval of is subjected to lity of materials. | None | With available materials – 10 days or more variable | <i>Engineer III</i> Quezon City Department of Engineering | | |
| | | - | | lf materials are unavailable – variable | <i>Administrative</i> <i>Officer V</i> (<i>Supply Officer III</i>) Quezon City Department of Engineering | | |



| 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 Mainte | enance Divisio | on | |
|---|---|--|---------------------|------------|---|
| Classification | | Complex | | | |
| Type of Transaction | n | | nent to Government) | | |
| Who may Avail | | Government O | | | |
| CHECKLIST | OF REQUIRE | EMENTS | WHERE TO SECURE | | |
| Demolition Permit Application Form / Daily Accomplish signed and sealed by the Civil Engineer/Architect ITRUP – General Form No. 12 Site Development Plan of Building to be demolished Demolition Clearance Demolition Request Letter Recent photos of Subject Structure Demolition Procedure (signed by Civil Engineer/Architect) Demolition schedule of work Demolition Cost Estimate Photocopy of PRC ID and PTR of Civil | | Applicant/Cli | ent | | |
| Engineer/Architect in | | | FEES TO | PROCESSING | PERSON |
| CLIENTS STEPS | AGENC | Y ACTIONS | BE PAID | TIME | RESPONSIBLE |
| 1. Submit the Letter-Request/ Report through the department's official e-mail address at <u>engineering@</u> <u>quezoncity.gov.ph</u> | Section to b Building Ma | the Records be routed to | None | 2 days | Administrative Officer V (Records Officer III) Quezon City Department of Engineering Engineer III Quezon City Department of |
| Walk-in | | | | | Engineering |
| | 1.2 Course 1.2.1 Cor Inspection 1.2.2 Doc Check 1.2.3. Pre Report 1.2.4. Issi Demolitio | nduct site n cument paration of uance of | None | 6 days | Engineer III Quezon City Department of Engineering |



| | | | 2 Purson City |
|---------------------------|------|---------|-----------------------|
| 1.3 Route to the City | None | 2 days | Administrative |
| Engineer for approval | | | Officer V |
| and signature of | | | (Records Officer III) |
| Demolition Permit | | | Quezon City |
| | | | Department of |
| | | | Engineering |
| 1.4 Preparation of | | 2 days | Engineer III |
| endorsement to | | | Quezon City |
| requesting barangay, | | | Department of |
| copy furnished to General | | | Engineering |
| Services Department | | | |
| 1.4.1. Route to the | | | City Government |
| City Engineer for | | | Department Head III |
| signature. | | | Quezon City |
| 1.4.2. Route to the | | | Department of |
| Records Section, | | | Engineering |
| Administrative Division | | | |
| for record and release. | | | |
| TOTAL: | None | 12 days | |



C. MECHANICAL PERMIT

Issuance of Mechanical Permit for Quezon City Government buildings.

| Office/Division | | Building Maintenar | nce Division | | | | |
|---|---|---|--------------------|--------------------|---|--|--|
| Classification | | Complex | | | | | |
| Type of Transactio | n | G2G (Government to Government) | | | | | |
| Who may Avail | | Government Office | | | | | |
| CHECKLIST | OF REQU | IIREMENTS | | WHERE TO SI | ECURE | | |
| Designed plan and specification sign and seal of PME. Brochure / Machine Specificatio Accomplished Mechanical Form sign and seal of PME. Cost Estimate Program of Works | | cation. | Applicant/C | | | | |
| CLIENTS STEPS | AGE | NCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE | | |
| 1. Submit the Letter-Request / Report through the department's official e-mail address at <u>engineering@</u> <u>quezoncity.gov.</u> <u>ph</u> Walk-in | Records routed to Maintena | Request by the Section to be Building ance Division for ate action. | None | 2 days | Administrative Officer V (Records Officer III) Quezon City Department of Engineering <i>Engineer III</i> Quezon City Department of Engineering | | |
| | 1.2.1 C Ins 1.2.2. D 1.2.3. P Report 1.2.4. Is | se of action onduct site pection ocument Check reparation of ssuance of nical Permit | None | 4 days | <i>Engineer III</i> Quezon City Department of Engineering | | |
| | Engineer signature Permit. 1.3.1 Pr endorse | e to the City for approval and of Mechanical reparation of ement to General s Department | None | 2 days | <i>Engineer III</i> Quezon City Department of Engineering | | |



| 1.3.2 Route to the Records Section, Administrative Division for record and release. | | | City Government Department Head III Quezon City |
|--|------|--------|--|
| | | | Department of Engineering |
| TOTAL: | None | 8 days | |



D. ISSUANCE OF PERMIT OR CERTIFICATE TO OPERATE $\sqrt[1]{7}$

Inspection of elevators and gensets in the City Government buildings.

| Office/Division | Office/Division | | ng Maintenan | ce Division | | |
|---|---|-----------------------------|--------------------------------|--------------------|--|--|
| Classification | | | mplex | | | |
| Type of Transaction | | G2G | G2G (Government to Government) | | | |
| Who may Avail G | | | rnment Offices | 6 | | |
| CHECKLIST OF REQUIREMENTS | | | | WHERE TO SE | CURE | |
| Completion form signed and sealed by PME Brochure Specifications and Plans Identification of Safety Devices Actual Load Test Load Test Certificate signed and sealed by PME | | | Applicant/Cli | | | |
| CLIENTS STEPS | | ONS | 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 received by the Records Section to routed to Building Maintenance Divisi for appropriate action. 1.2 Course of action | ion | None | 2 days 4 days | Administrative Officer V (Records Officer III) Quezon City Department of Engineering Engineer III Quezon City Department of Engineering Engineer III | |
| | 1.2.1 Conduct sit inspection 1.2.2 Preparation report 1.2.3 Preparation Certificate to Operation | te n of n of erate | | | Quezon City Department of Engineering | |
| | Certificate to Operate1.3 Route to the CityEngineer for approvaland signature of AnnualMechanical Certificateto Operate.1.3.1 Preparation ofendorsement toGeneral ServicesDepartment | | None | 2 days | Engineer III Quezon City Department of Engineering City Government Department Head III | |



| Administrative Division for record and release. TOTAL: | None | 8 days | Engineering |
|---|------|--------|------------------------------|
| 1.3.2 Route to the Records Section, | | | Quezon City Department of |



E. ISSUANCE OF RENEWAL FOR ANNUAL MECHANICAL

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

| Office/Division | | Building | Maintenance | e Division | | |
|---|--|----------|------------------------------|--------------------|---|--|
| Classification | | Complex | х | | | |
| Type of Transaction | | G2G (G | G (Government to Government) | | | |
| Who may Avail Governme | | | nent Offices | | | |
| CHECKLIST O | CHECKLIST OF REQUIREMENTS | | | WHERE TO S | ECURE | |
| Completion form signed and sealed by PME Load Test certificate (Elevator / Escalator) Generators ATS and Electrical Function Test Safety Device Test Sump Pump Test (if required) | | | Applicant/C | lient | | |
| CLIENTS STEPS | AGENCY ACT | IONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE | |
| 1. Submit the Letter- Request / Report through the department's official e-mail address at <u>engineering@</u> <u>quezoncity.gov.ph</u> Walk-in | 1.1 Letter-Request received by the Records Section to be routed to Building Maintenance Division for appropriate action. | | None | 2 days | Administrative Officer V (Records Officer III) Quezon City Department of Engineering <i>Engineer III</i> Quezon City Department of Engineering | |
| | 1.2 Course of action 1.2.1 Conduct site inspection 1.2.2 Document Check 2.3 Preparation of report 1.2.4 Preparation of Annual Mechanical Certificate to Operate | | None | 3 days | Engineer III Quezon City Department of Engineering | |



| | | |) VERON CIT' |
|-------------------------|------|--------|---------------------|
| 1.3 Route to the City | None | 2 days | Wingineer III |
| Engineer for approval | | | Quezon City |
| and signature of Annual | | | Department of |
| Mechanical Certificate | | | Engineering |
| to Operate. | | | |
| 1.3.1 Preparation of | | | City Government |
| endorsement to | | | Department Head III |
| General Services | | | Quezon City |
| Department. | | | Department of |
| 1.3.2 Route to the | | | Engineering |
| Records Section, | | | 5 5 |
| Administrative Division | | | |
| for record and release. | | | |
| TOTAL: | None | 7 days | |