



## **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 Maintenance Division			
Classification	Highly Technical			
Type of Transaction	G2G (Government to Government)			
Who may Avail	Government Offices			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter-Request (job description and pictures		Applicant/Client		
2. Thru Phone Request and/ or verbal (emergency or urgent request)				
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> .	1. Letter-Request received by the Records Section to be routed to Building Maintenance Division for appropriate action.	None	1 day	Administrative Officer V (Records Officer III) Quezon City Department of Engineering  Engineer III Quezon City Department of Engineering
Walk-in				
	1.2 Action Engineer 1.2.1 Evaluation of reported area/site involved. 1.2.2 Preparation of Program of Works (Requisition Issued Slip)	None	3 days	Engineer III Quezon City Department of Engineering
	1.3 Inform the client of the project's status. 1.3.1 Approval of project is subjected to availability of materials.	None	With available materials – 10 days or more variable  If materials are unavailable – variable	Engineer III Quezon City Department of Engineering  Administrative Officer V (Supply Officer III) Quezon City Department of Engineering



	<b>TOTAL:</b>	<b>None</b>	<b>14 days (with available materials Variable (if materials are unavailable)</b>	
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## 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>		
1. Demolition Permit Application Form / Daily Accomplish signed and sealed by the Civil Engineer/Architect 2. ITRUP – General Form No. 12 3. Site Development Plan of Building to be demolished 4. Demolition Clearance 5. Demolition Request Letter 6. Recent photos of Subject Structure 7. Demolition Procedure (signed by Civil Engineer/Architect) 8. Demolition schedule of work 9. Demolition Cost Estimate 10. Photocopy of PRC ID and PTR of Civil Engineer/Architect in charge		Applicant/Client		
<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	1.1 Letter-Request received by the Records Section to be routed to Building Maintenance Division for appropriate action.	None	2 days	<i>Administrative Officer V</i> <i>(Records Officer III)</i> 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 1.2.3. Preparation of Report 1.2.4. Issuance of Demolition Permit	None	6 days	<i>Engineer III</i> Quezon City Department of Engineering



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



## 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>	
1. Designed plan and specification with sign and seal of PME. 2. Brochure / Machine Specification. 3. Accomplished Mechanical Form with sign and seal of PME. 4. Cost Estimate 5. Program of Works			Applicant/Client	
<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 by the Records Section to be routed to Building Maintenance Division for appropriate action.	None	2 days	<i>Administrative Officer V (Records Officer III)</i> 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 1.2.3. Preparation of Report 1.2.4. Issuance of Mechanical Permit	None	4 days	<i>Engineer III</i> Quezon City Department of Engineering
	1.3 Route to the City Engineer for approval and signature of Mechanical Permit. 1.3.1 Preparation of endorsement to General Services 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
	<b>TOTAL:</b>	<b>None</b>	<b>8 days</b>	



## 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>		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>		
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		Applicant/Client		
<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	2 days	<i>Administrative Officer V (Records Officer III)</i> 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 Preparation of report 1.2.3 Preparation of Certificate to Operate	None	4 days	<i>Engineer III</i> Quezon City Department of Engineering
	1.3 Route to the City Engineer for approval and signature of Annual Mechanical Certificate to Operate. 1.3.1 Preparation of endorsement to General Services Department	None	2 days	<i>Engineer III</i> Quezon City Department of Engineering  <i>City Government Department Head III</i>





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



## 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>		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>		
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)		Applicant/Client		
<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	1.1 Letter-Request received by the Records Section to be routed to Building Maintenance Division for appropriate action.	None	2 days	<i>Administrative Officer V (Records Officer III)</i> 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 1.2.3 Preparation of report 1.2.4 Preparation of Annual Mechanical Certificate to Operate	None	3 days	<i>Engineer III</i> Quezon City Department of Engineering



	<p>1.3 Route to the City Engineer for approval and signature of Annual Mechanical Certificate to Operate.</p> <p>1.3.1 Preparation of endorsement to General Services Department.</p> <p>1.3.2 Route to the Records Section, Administrative Division for record and release.</p>	None	2 days	<p><b>Engineer III</b> Quezon City Department of Engineering</p> <p><i>City Government</i> <i>Department Head III</i> Quezon City Department of Engineering</p>
	<b>TOTAL:</b>	<b>None</b>	<b>7 days</b>	