



## 23. Preventive Maintenance for Moving and Non-Moving Equipment

Steps for Preventive Maintenance for Moving and Non-Moving Equipment of the Balanga Water District.

<b>Office or Division:</b>		Administrative Services Department		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2G - Government to Government		
<b>Who may avail:</b>		All Balanga Water District Employees		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Vehicle Repair Request Form (1pc., Original)		Preventive Maintenance Officer		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present the equipment to the Preventive Maintenance Officer	<p>1. The Equipment Custodian will check the equipment.</p> <p>If the equipment is moving or a vehicle, check the odometer's accumulated distance. If the accumulated distance is equal or greater than the suggested distance for the equipment, proceed to the maintenance procedure.</p> <p>If the equipment is non-moving, check the scheduled maintenance date before proceeding to the maintenance procedure.</p>	None	5 minutes	Preventive Maintenance Officer
2. None	2. Use the checklist provided base on the equipment's category and/or type for the maintenance procedure.	None	30 minutes	Preventive Maintenance Officer



3. None	3. Check if there are any broken parts.	None	30 minutes	Preventive Maintenance Officer
4. None	4. If there is any broken part, create a request for the replacement of the broken part.	None	30 minutes	Preventive Maintenance Officer
5. None	5. The Preventive Maintenance Officer will ask for the quotations for the said broken part/s.	None	3 days	Preventive Maintenance Officer
6. None	6. The Preventive Maintenance Officer will create a Purchase Order/Job Order for the part/s.	None	30 minutes	Preventive Maintenance Officer
7. None	7. The Preventive Maintenance Officer/Service Center will change the said broken part/s.	None	1 day	Preventive Maintenance Officer
8. None	8. The Preventive Maintenance Officer will submit an Accomplished Reports to the Finance Department after successfully repairing the equipment.	None	30 minutes	Preventive Maintenance Officer
<b>Total:</b>		None	4 days, 2 hours and 35 minutes	