



## 27. Building and Grounds Maintenance Procedure

To clean, restore or improve every part of the buildings, its services, and surroundings.

<b>Office or Division:</b>	Administrative Services Department			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G - Government to Government G2B – Government to Business			
<b>Who may avail:</b>	All Balanga Water District Employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Utility Schedule Form (1pc., Original)		Building and Grounds Maintenance Supervisor		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. None	1. The Building and Grounds Maintenance Supervisor prepares the Utility Schedule Form.	None	3 minutes	<i>Building and Grounds Maintenance Supervisor</i>
2. None	2. Submit the Utility Schedule Form to Division / Department Head for approval. 2.1 If the form is approved perform the task. 2.2. If not approved then revise the task.	None	2 hours	<i>Building and Grounds Maintenance Supervisor</i>  <i>Utility Personnel</i>
3. None	3. The Building and Grounds Maintenance Supervisor check and rate the performed task of the Utility Personnel.	None	15 minutes	<i>Building and Grounds Maintenance Supervisor</i>
<b>Total:</b>		None	2 hours and 18 minutes	