



## 32. Building and Grounds Maintenance (Inspection and Monitoring)

To monitor and inspect building and grounds infrastructure for preventive and corrective maintenance.

<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>		Balanga Water District		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Inspection Form (1pc., Original) 2. Incident Report Form (1pc., Original) 3. Job Order Form (1pc., Original) 4. Accomplishment Report Form (1pc., Original)		Building and Grounds Maintenance Supervisor Building and Grounds Maintenance Supervisor Building and Grounds Maintenance Supervisor 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. Prepare Inspection Form.	None	15 minutes	<i>Building and Grounds Maintenance Supervisor</i>
2. None	2. Conduct Inspection in the building and its facilities for any broken parts.	None	1 hour	<i>Building and Grounds Maintenance Supervisor</i>
3. None	3. After conducting inspection, submit the report to Admin Department. 3.1 Identify whether some part of the building is broken then prepare incident report and Job Order for repair or replacement.	None	1 hour	<i>Building and Grounds Maintenance Supervisor</i>



4. None	4. Submit Accomplishment Report	None	20 minutes	<i>Building and Grounds Maintenance Supervisor</i>
<b>Total:</b>		None	2 hours and 35 minutes	