

2. Engineering and Facilities Management Request

This service provides maintenance for the good condition of hospital and equipment. The service is Monday thru Fridays excluding holiday from 8:00 AM – 5:00 PM. Electrical works, minor plumbing works & carpentry works is available 24/7.

Office or Division:	Hospital Operation and Patient Support Service – Engineering & Facilities Management Department (EFMD)			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	All areas that need evaluation and repair works.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Service request slip (1 original)		EFMD		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Request for preventive maintenance of equipment				
1. End – user file service request thru Telephone Call Local 223	1. Fill – out service request slip and endorse to concerned units (Biomedical, Electrical, Mechanical and Physical Unit)	None	2 Minutes	<i>Maintenance Staff</i> St. Paul Hospital

	1.1 Proceeds to concerned area for accomplishment of service request/ corrective action	None	2 Hour	<i>Maintenance Staff</i> St. Paul Hospital
2. Signs in the Service Request Slip	2 Upon completion of corrective action, fill – out the service request slip	None	5 minutes	<i>Maintenance Staff</i> St. Paul Hospital
	2.1 Presents the service request slip to the end – user for signing to connote accomplishment of service request / corrective action.	None	5 minutes	<i>Maintenance Staff</i> St. Paul Hospital
3. Request for preventive maintenance & calibration of equipment	3.1 Fill – out service request slip and endorse to biomedical unit.	None	2 minutes	<i>Maintenance Staff</i> St. Paul Hospital
	3.2 Conducts preventive maintenance and calibration of medical equipment	None	1 day	<i>Maintenance Staff</i> St. Paul Hospital
	3.3 Affixes the date of preventive maintenance and attach stickers to all	None	1 day	<i>Maintenance Staff</i> St. Paul Hospital

	calibrated biomedical equipment			
4. Signs in the service request slip / report	4. Presents the service request slip to the end – user for signing to connote accomplishment of service request for preventive maintenance and calibration of biomedical equipment.	None	10 minutes	<i>Maintenance Staff</i> St. Paul Hospital
5. Requests for printing of needed forms / documents	5. Receives request of end – user.	None	4 minutes	<i>Maintenance Staff</i> St. Paul Hospital
	5.1 Checks and verify availability of forms/ documents. Situation Specific: If not available: Print the requested forms/ documents (if not available)	None	5 minutes	<i>Maintenance Staff</i> St. Paul Hospital

6. Receives printed forms/ documents	6. Issues printed forms/ documents	None	5 minutes	<i>Maintenance Staff</i> St. Paul Hospital
	Total	None	2 days and 2.2 Hours	