

SERVICE REQUEST FORM (SRF)

Name : _____

Building and Unit No.: _____

Contact No.: _____

Date: _____

NOTE: Please put a (/) check mark on the service that you request.

		ELECTRICAL	LABOR PRICE
/	ITEM		
	1	Replacement of busted light	1 to 4 lights @ Php100.00; succeeding @ Php25.00/pc
	2	Replacement lighting fixture	Php 150.00/hr
	3	Loose electrical wirings on lighting fixture	Php 100.00/outlet
	4	Checking & Replacement of Fluorescent Ballast	Php 100.00/ballast
	5	Replacement of Convenience Outlet	Php 100.00/outlet
	6	Loose electrical wirings on convenience outlet	Php 100.00/outlet
	7	Check & Reset of Tripped Circuit Breaker	No charge
	7	Installation of appliances	Php 200.00/unit
		AUXILIARY	LABOR PRICE
	ITEM		
	9	Checking of Loose Sky Cable Wires	No charge
	10	Checking & Tracing of telephone lines	No charge
	11	Checking of Internet Lines	No charge
	12	Checking the Audio of Intercom	No charge
		EXHAUST SYSTEM	LABOR PRICE
	ITEM		
	8	Cleaning of exhaust fan	Php 150.00/pc
	9	Replacement of exhaust fan	Php 150.00/pc
		FCU/ACCU	LABOR PRICE
	ITEM		
	15	Switch ON/OFF of aircon	No charge
	16	Reset tripped breaker of FCU/ACCU	No charge
	17	Checking of Aircon not Cooling	No charge
	10	Aircon Cleaning	
	a. Inverter		Php 700.00/pc
	b. Non-inverter		Php 600.00/pc
		PLUMBING	LABOR PRICE
	ITEM		
	11	Leak at Faucets	Php 100/repair
	12	Leak at Flexible Hose	Php 100/repair
	13	Leak at Sink P-Trap	Php 100/repair
	14	Water Closet Minor Leaks	Php 100/repair
	a. water tanks continuous flushing		
	b. loose bidet fittings		
	15	Replacement of Faucet	Php 100.00/pc
	16	Replacement of Defective Flexible Hose	Php 100.00/pc
	17	Replacement of Sink P-Trap	Php 100.00/pc
	18	Replacement of Shower Hose	Php 100.00/pc
	19	Installation of Bidet Accessory	Php 200.00/pc
		CLOGS	LABOR PRICE
	ITEM		
	20	De-clogging of Water Closet (using plunger only)	Php 100.00/declogging
	21	De-clogging of Bath Tub (using plunger only)	Php 100.00/declogging
	22	De-clogging of Sink P-Trap	Php 200.00/declogging
	23	Cleaning of Grease Trap	Php 400.00/cleaning
		OTHERS	LABOR PRICE
	ITEM		
	24	Installation of Curtain Rod	Php 150.00/rod
	25	Installation of Towel Holder	Php 150.00/pc
	26	Installation of Aircon	Php 500.00/pc
	27	OTHERS: _____	

Note: Please take note that this is only for the Service Fee, all materials needed should be shouldered by the requestor.

TENANT / OWNER'S SIGNATURE OVER PRINTED NAME

MAINTENANCE ON DUTY: _____

DATE STARTED: _____

STATUS: _____

COMPLETION DATE: _____

TOTAL FEE: _____

TENANT / OWNER'S SIGNATURE OVER PRINTED NAME

Note: Please sign only if the service request is completed