



SERVICE REQUEST FORM

Control No.: 01791

REQUESTED BY  
Resident's Name: \_\_\_\_\_  
Address: \_\_\_\_\_

DATE: \_\_\_\_\_  
RECEIVED BY: \_\_\_\_\_

SERVICE REQUESTED	ACTION TAKEN	RESPONSE DATE			
			STARTED	COMPLETED	ELAPSED

PLEASE MARK STATUS OF SERVICE REQUEST

- ☐ Work Completed
- ☐ Under Observation
- ☐ Resident to undertake works. No further action needed
- ☐ Others: \_\_\_\_\_

Resident's FEEDBACK

QUALITY OF WORK ☐ Satisfied ☐ Not Satisfied

Remarks: \_\_\_\_\_

I fully understand that the performance of work inside my residence by the FPA staff is under my instruction and I have full knowledge that I have an option to get independent contractors to undertake such works. I shall not hold the FPA management or its staff liable for any damage that may be caused in the performance of or incidental to this service request.

\_\_\_\_\_  
Resident's Signature over Printed Name

LABOR COST

WORKS UNDERTAKEN	TIME ELAPSED	UNIT COST	SUB-TOTAL

TOTAL COST P \_\_\_\_\_

PLEASE MARK STATUS OF SERVICE REQUEST

- ☐ For billing to Resident
- ☐ Free of charge (under 1-hr service)

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ACKNOWLEDGED BY: (FPA Maintenance Staff/FPA Service Providers)

\_\_\_\_\_  
Signature Over Printed Name  
  
\_\_\_\_\_  
Date

APPROVED BY:

\_\_\_\_\_  
VM / VE  
  
\_\_\_\_\_  
Date

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Items	List of Services	Labor Charge per pax
<b>Electrical</b>		
1	Replacement of Light Bulbs.	100php/hr
2	Replacement of Lighting Fixtures.	100php/hr
3	Troubleshooting and repairing electrical outlets.	100php/hr
4	Loose Electrical Wirings on Electrical Fixture.	100php/hr
5	Loose Electrical Wirings on Convenience Outlets.	100php/hr
6	Toubleshoot (Power supply, tripped circuit breaker, grounded circuit, etc.)	100php/hr
7	Replacement/Installation of Circuit Breaker.	150php/pax, 100php/hr succeeding
8	Installation of Ceiling fan/Exhaust fan.	150php/pax, 100php/hr succeeding
<b>Auxilliary</b>		
1	Checking of Cable Wires and rearrangement.	100php/hr
2	Troubleshoot (Tracing of telephone lines, internet connection, modems etc.)	100php/hr
<b>FCU/ACCU</b>		
1	Leak Inspection and tracing.	100php/hr
2	Minor Troubleshooting.	100php/hr
3	Cleaning of drains, filters, etc.	150php/hr
<b>Plumbing</b>		
1	Fixing minor leaks and drips (Faucet, hose, P-trap, lavatory, water line etc.)	100php/hr
2	Water Closet Minor Leaks (Cont. flushing, loose bidet fittings)	100php/hr
3	Replacement (Faucet, flexible hose, P-trap, shower hose, bidet)	100php/hr
4	Replacement of Bowl wax (For WC with screw only)	100php/hr
5	Installation of Bidet Accessory	100php/hr
6	Installation of Faucet (Fixture only)	100php/hr
7	Clearing of clogged water closet (plunger only)	100php/hr
8	Clearing of clogged sink P-trap, floor drain, clean-outs etc. (Auger machine)	150php/hr
<b>Water Heater</b>		
1	Installation of water heater (POU and tankless type only)	150php/hr
<b>Civil Works</b>		
1	Installation of Bathroom Rod, towel holder, hooks, brackets etc.	100php/hr
2	Replacement of door knobs and door fixtures	100php/hr
3	Minor Cabinet repairs (handles, hinges, doors)	100php/hr
<b>Environment</b>		
1	Trimming of Trees inside the property (Hauling is excluded)	1000php first 2 hours, 200php succeeding
2	Removal of Dead and Hazardous Trees inside the property (Hauling is excluded)	3500php/tree
3	Grass Cutting inside vacant lots (subject for scheduling)	200php/hr
4	Cleaning/draining of Swimming Pool inside the property (subject for scheduling)	200php/hr
<b>Security</b>		
1	Security Assistance (parties, events, construction activities)	500php first 3 hrs, 100php succeeding
<b>Others</b>		
1	Assistance in relocation of Furnitures, potted plants, etc.	150php/hr
<b>General Notes:</b>		
1. Service requests are limited to minor tasks, emergency responses, and troubleshooting only. 2. Residents must engage a third-party contractor or service provider for issues related to architectural, structural, electronics, electrical appliances, and any concerns not explicitly mentioned in the List of Services. 3. The scheduling of service requests will be determined according to the urgency of the issues and the availability of maintenance staff, as directed by the Maintenance Supervisor. 4. All materials are not included and should be provided by the resident. 5. Services completed within an hour incur no cost, while those exceeding this timeframe will be subject to labor charges as specified in the provided list. 6. Technical and Engineering services are restricted to a maximum of 3 hours per household to accommodate other residents requests scheduled within the given day.		