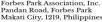


SERVICE REQUEST FORM

Control No.: 01791

EQUESTED BY lesident's Name: ddress:			DATE:RECEIVED BY:			
SERVICE REQUESTED	ACTION TAKEN	RESPONSE	CTARTER	ICOMPLETED	I EL ADSED	
		DATE	STARTED	COMPLETED	ELAPSED	
PLEASE MARK STATUS OF SEF	RVICE REQUEST					
Work Completed Under Observation	Resident to undertake works. No further action needed Others:					
Resident's FEEDBACK						
QUALITY OF WORK Satisfied Not Satisfied Remarks:						
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		₽			
PLEASE MARK STATUS OF SEF	VICE REQUEST					
For billing to Resident	WIGE REQUEST	Free of ch	arge (under 1-hr	service)		
ACKNOWLEDGED BY: (FPA Mainte	========================== enance Staff/FPA Service Pro	======= oviders)	APPROVED B	 Y:	========	
Signature Over Printed Name			VM / VE			
Date			Date			





Forbes Park

Items	List of Services	Labor Charge per pax	
	Electrical		
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	
	Auxilliary		
1	Checking of Cable Wires and rearrangement.	100php/hr	
2	Troubleshoot (Tracing of telephone lines, internet connection, modems etc.)	100php/hr	
	,		
1	FCU/ACCU	100ml/l	
1	Leak Inspection and tracing.	100php/hr	
2	Minor Troubleshooting.	100php/hr	
3	Cleaning of drains, filters, etc.	150php/hr	
	Plumbing		
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	
	Water Heater		
1	Installation of water heater (POU and tankless type only)	150php/hr	
_	Civil Works	10 орир/ п	
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	
0	Environment	100рпр/пп	
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	
	Security		
1	Security Assistance (parties, events, construction activities)	500php first 3 hrs, 100php succeeding	
	Others		
1	Assistance in relocation of Furnitures, potted plants, etc.	150php/hr	
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- 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.

General Notes:

- 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.