



# JOB REQUISITION FORM [FM01]

## DEPARTMENT OF FACILITY MANAGEMENT

*Note: Kindly fill a Form per Job Request*

**JOB LOCATION:** \_\_\_\_\_

**BRIEF DESCRIPTION OF JOB(S)** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**[Kindly tick [✓] Nature of Job as Appropriate]**

Electrical/AC

Carpentry

Civil/Masonry

Painting

Plumbing

Welding

Aluminum

Others

**IS THIS A REMINDER OF A REQUEST(S) MADE EARLIER?** YES [ ] NO [ ]

**JOB REQUESTED BY:** \_\_\_\_\_

|      |             |              |       |
|------|-------------|--------------|-------|
| NAME | DESIGNATION | SIGN. & DATE | PHONE |
|------|-------------|--------------|-------|

**JOB AUTHORISED BY:** \_\_\_\_\_

|      |             |              |       |
|------|-------------|--------------|-------|
| NAME | DESIGNATION | SIGN. & DATE | PHONE |
|------|-------------|--------------|-------|

**DEPARTMENT:** \_\_\_\_\_

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**FOR THE USE OF FACILITY MANAGEMENT DEPARTMENT ONLY**

**TIME RECEIVED:** \_\_\_\_\_ **APPROVED BY:** \_\_\_\_\_

|  |      |             |              |
|--|------|-------------|--------------|
|  | NAME | DESIGNATION | SIGN. & DATE |
|--|------|-------------|--------------|

**JOB ASSIGNED TO:** \_\_\_\_\_

**JOB SUPERVISED BY:** \_\_\_\_\_

|      |             |              |
|------|-------------|--------------|
| NAME | DESIGNATION | SIGN. & DATE |
|------|-------------|--------------|

**CERTIFICATION BY REQUISITIONER**

|  | TIME | DATE |
|--|------|------|
| 1 <sup>ST</sup> RESPONSE (APPRAISALOR FIRST AID) |      |      |
| JOB COMPLETED                                    |      |      |

**Work Completion Level:** 0-20%  21-40%  41-60%  61-80%  81-100%

**Work's Satisfaction Level:** 0-20%  21-40%  41-60%  61-80%  81-100%

**REQUISITIONER:** \_\_\_\_\_

|      |             |              |
|------|-------------|--------------|
| NAME | DESIGNATION | SIGN. & DATE |
|------|-------------|--------------|

Clients are to drop forms in the **Estate Manager's Office** at the ground floor of the Old Classroom Block after filling. Kindly ensure your form is entered in our receiving register and append your signature duly Thank you.