



METROPOLITAN NAGA WATER DISTRICT	Document Code: ASDF04	
	PROCEDURE	
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MAINTENANCE SERVICE REQUEST	Page No.:	Page 1 of 1

Republic of the Philippines
METROPOLITAN NAGA WATER DISTRICT
 40 J. Miranda Ave., Naga City

MAINTENANCE SERVICE REQUEST

Date: _____

Vehicle/Equipment	Plate Number/Property Number:	MSR No.
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I - Replacement

- 1 Aircon/Alt./Pwr.Strng/Timing Belt
- 2 Ball joint
- 3 Battery/Cable/Clamp
- 4 Brk. Shoe/Caps Cyl/Mstr. Repr. Kit
- 5 Bearings/Center/Crossjoint/Release
- 6 CDI/Condenser/Contact Point
- 7 Drive Chain/Ballrace/Sprocket
- 8 Engine Transmission Support
- 9 Filter/Air/Fuel/Oil
- 10 Gaskets
- 11 Gauges/Oil/Fuel/Temperature
- 12 Hubs/Fender/Spokes Nipples
- 13 Lighting/Bulbs/Fuses
- 14 Lift Spring/Bushing/Shck. Absorber
- 15 Relays/Flash/Headlights/Horn
- 16 Seats/Seat Covers
- 17 Side Mirror
- 18 Spark Plug
- 19 Speedometer Cable
- 20 Studs/Center Bolt/U-Bolt
- 21 Tie Rod
- 22 Tire/Tube
- 23 Wiper/Arm/Blade/Motor

- 24 Aircon Capacitor
- 25 Terminal Clip
- 26 Contactor
- 27 Wire/Cable
- 28 Others _____

II - Service

- 1 Body Wash/Under Wash
- 2 Change Engine Oil
- 3 Change Gear Oil
- 4 Change Tire
- 5 Electrical
- 6 General Check-Up
- 7 Injection Pump Calibration
- 8 Tire Balancing
- 9 Under Coating
- 10 Vacuum
- 11 Vulcanizing
- 12 Wheel Alignment
- 13 Others _____

Requested by:	Checked By:	Recommending Approval:	Approved By:
_____	_____	_____	_____
	ISRAEL GIDEON F. PEREZ Auto Mechanic C Admin/Motorpool	JON LOUIE A. SANCHEZ Admin/Gen.Services Chief Administrative Division	JEREMIAS P. ABAN JR. Division Manager A Administrative Division

ACCOMPLISHMENT DETAILS

Date: _____

Action Taken/Remarks/Recommendations: _____

Repaired by:	Conforme:
_____	_____
_____	_____
_____	_____