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## **5.40 MAINTENANCE SERVICES**

### **5.40.1 OBJECTIVES**

5.40.1.1 To restore the vehicle and equipment to its functioning state based on factory standard.

### **5.40.2 SCOPE**

5.40.2.1 This procedure defines the actions and responsibilities of General Services Head in maintaining the vehicle & equipment in good working condition. This covers activities from receiving maintenance request up to turnover of vehicle & equipment to the concerned unit.

### **5.40.3 DEFINITION OF TERMS**

5.40.3.1 Critical Vehicle & Equipment – refers to all vehicle & equipment that directly affect the quality of services rendered to different units.

### **5.40.4 POLICY STATEMENTS**


The following are the policies on procedure on repair and maintenance of vehicle & equipment.

5.40.4.1 All critical vehicle & equipment are subject to preventive maintenance.

5.40.4.2 The schedule of preventive maintenance shall be based on the following:

5.40.4.2.1 For vehicle based on mileage [5,000km (ordinary oil) & 10,000km (synthetic oil)].

5.40.4.2.2 For air conditioning unit based on semi-annual general cleaning.

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5.40.4.3 Received maintenance request and conduct pre-inspection report based on critical vehicle & equipment.

5.40.4.4 Outsource for maintenance provider and prepare Purchase Request (PR) & Purchase Order (PO) to be submitted to the Director, FAS & ADG-GASO for approval.

5.40.4.5 After approval and funding, the Purchase Order (PO) will be served to the Service Provider.

5.40.4.6 All preventive maintenance activities performed shall be recorded in the individual vehicle & equipment ledger card or history record.

5.40.4.7 For maintenance of office building, the General Services will receive corrective maintenance request and will be inspected by the in-house carpenter.

5.40.4.8 The General Services will prepare bill of materials:

5.40.4.8.1 For the materials below P 5,000.00 will be charged to cash advance of Director, FAS.

5.40.4.8.2 For the materials above P 5,000.00 will be processed according to accounting procedures.

5.40.4.9 All materials needed for the maintenance will be purchased by the General Services.

5.40.4.10 The corrective maintenance will be done by the in-house carpenter.



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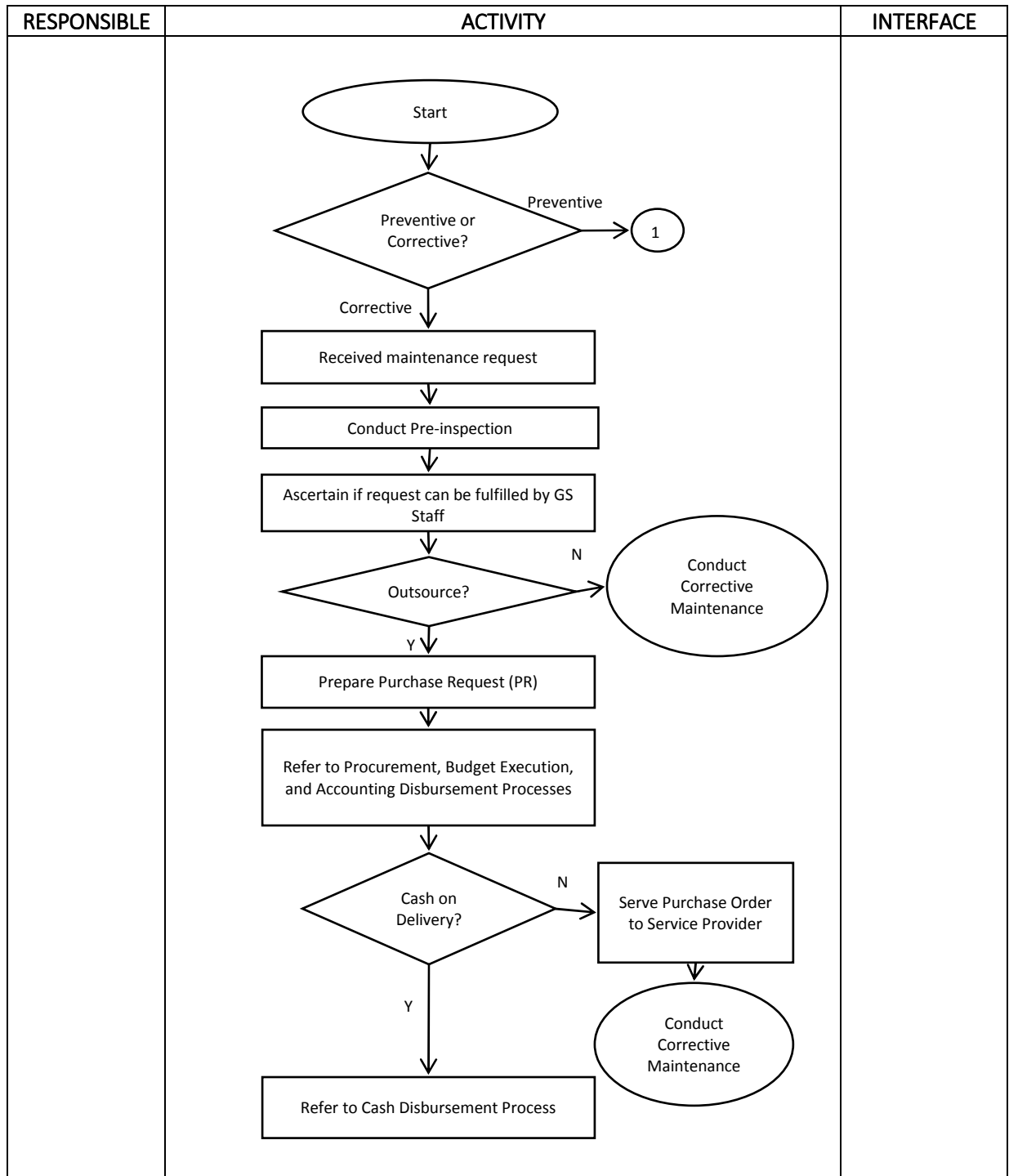
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## 5.40.5 PROCEDURE DETAILS





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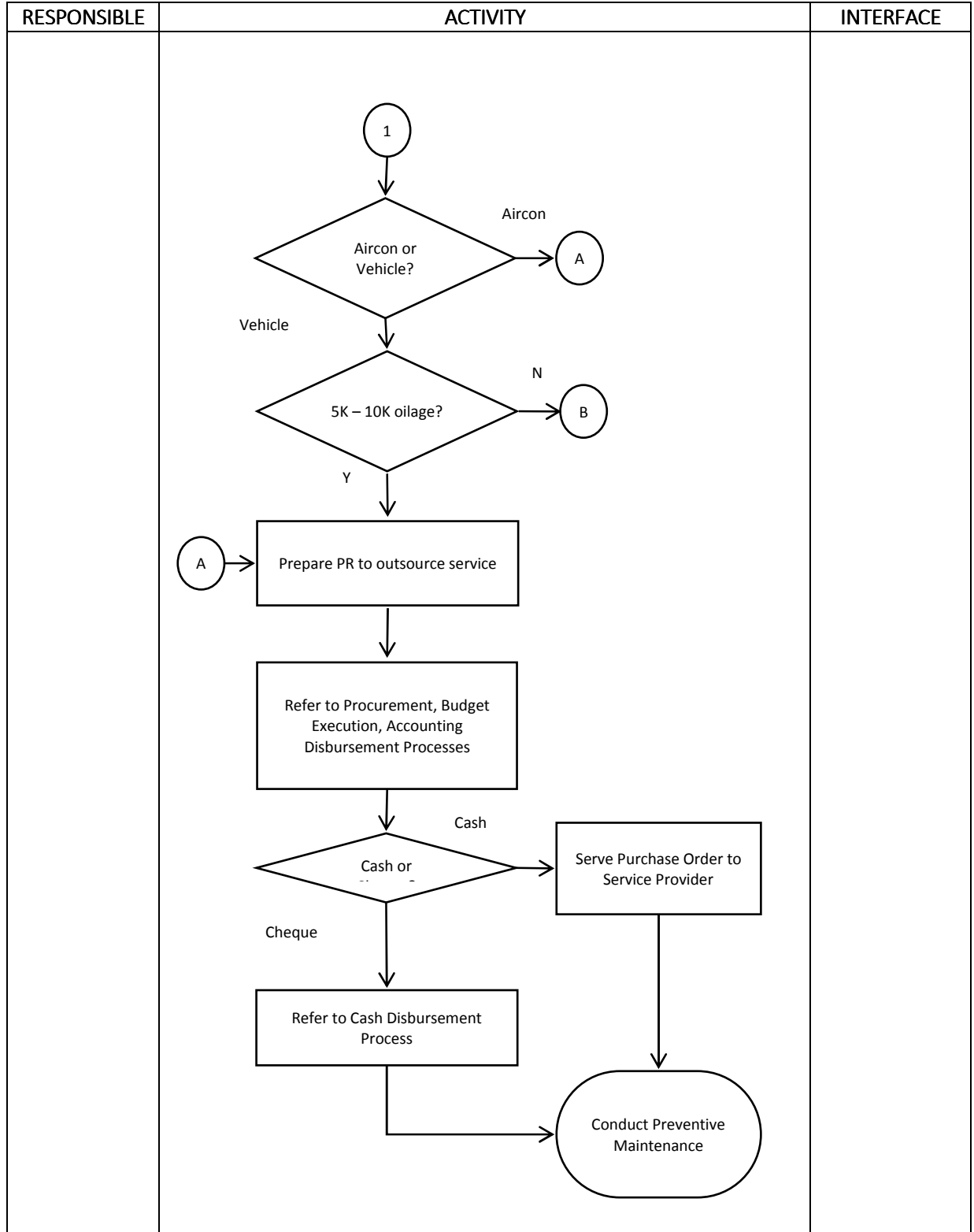
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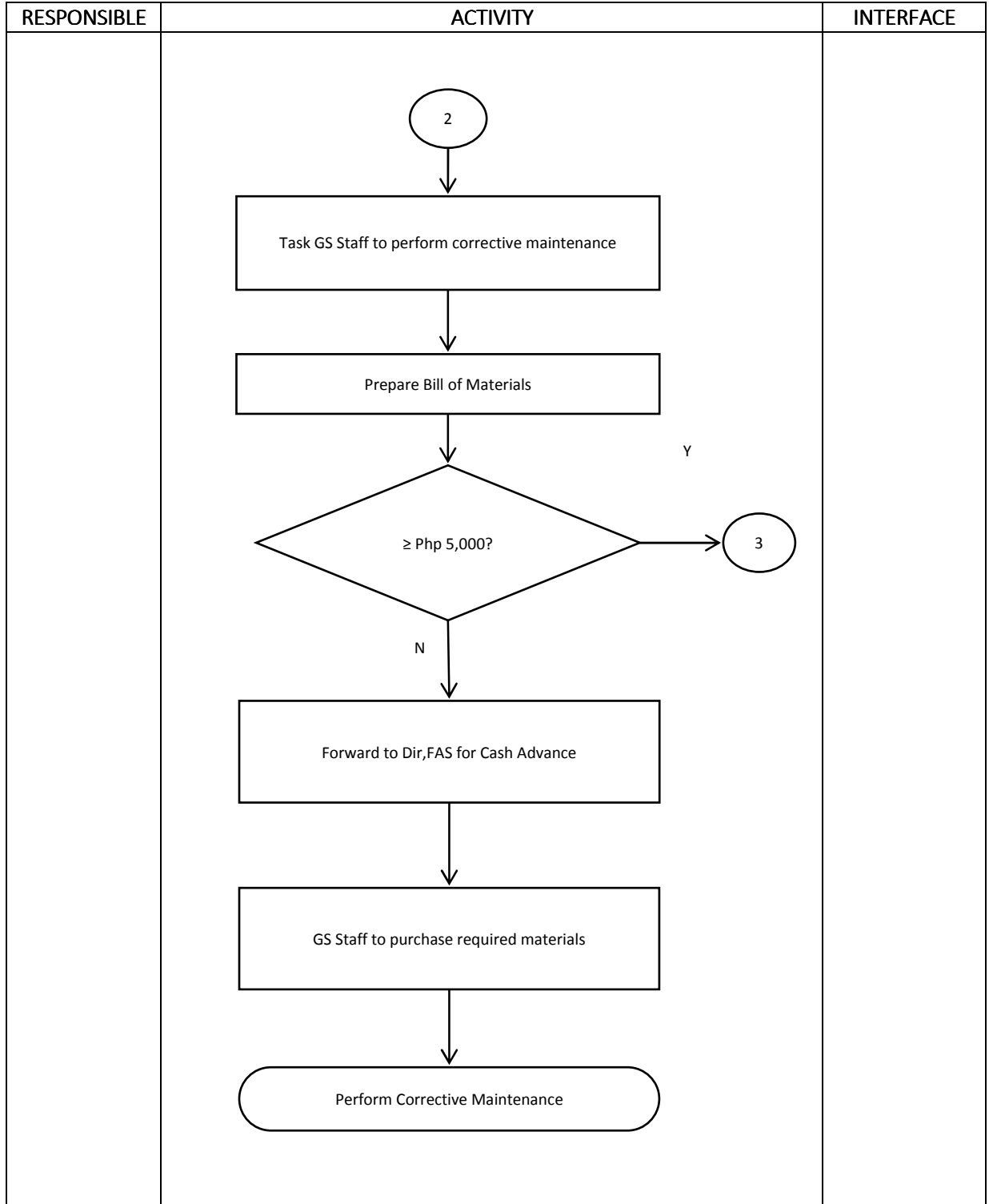
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**5.40.6 REFERENCES AND RECORDS**

- 5.40.6.1 Vehicle & Equipment Manuals
- 5.40.6.2 Vehicle & Equipment Ledger Card or History Records
- 5.40.6.3 COA Circulars and Memorandum