

10. Service Name: Infrastructure Audit Report

Office or Division:	City Building Official			
Classification:	Simple Transaction			
Type of Transaction:	Government to Government, Government to Citizen			
Who may avail:	Government Owned Building & Private Owned High-Rise Building			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of Request (for Private Owned Building)		Provided by Client		
Infrastructure Audit Checklist		Infrastructure Audit team; Building Official		
Complete Set of Plan		Building Owner		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Letter of Request	1. Receive the Request		1 mins.	Admin Aide I
	2. Set schedule for inspection & notify client for inspection.		5 mins	Head of Inspectorate Team
	3. Inspection proper		10 mins / floor	Inspectorate Team
	4. Preparation of inspection report		1 day	Inspectorate Team
	5.1 Signing of inspection report		1 hr.	Infrastructure Audit Committee
	5.2 Profiling of documents		3 mins	Admin Aide III
6. Receive the Inspection report	6.1 Submit Inspection Report and recommendation		2 mins.	Admin Aide III

END OF TRANSACTION