

3. Service Name: Repairs and Maintenance of Equipment and Building Facilities.

Service Information: CGSD is responsible in maintaining the good condition of the building and office workplace. CGSD is in charge also of landscaping with ornamental plants, housekeeping, maintain security of the building, grounds, and all premises of the City Government.

Office or Division:		CITY GENERAL SERVICE DEPARTMENT		
Classification:		Simple		
Type of Transaction:		Government to Citizen		
Who may avail:		All Departments and offices of the City Government of San Juan		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Request Letter signed by the requesting department head to be approved by Administrator should be forwarded to CGSD. 		<ul style="list-style-type: none"> Department Office concern Office of the Administrator City General Services Department 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client shall prepare a Request Letter for the repair and maintenance of Plant, Property and Equipment assigned to their respective departments and to be forwarded to City Administrator's Office for approval.	1. For approval of City Administrator		10 minutes	City Administrator's Office at 3rd Floor New City Hall
2. All request letter shall be approved first by the City Administrator's Office before forwarding to City General Services Department for evaluation by CGSD Head.	2. Ensure that all request for repair and maintenance of equipment and buildings are properly evaluated for provision of appropriate action.		15 minutes	City General Services Department at Lower Ground Floor New City Hall

3. After evaluation of approved request this will be forwarded to GSD Personnel who will handle the request.	3. To ensure that all requests are provided on time.		10 minutes	City General Services Department at Lower Ground Floor New City Hall
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END OF TRANSACTION: Transaction time: 35 minutes