



CARCAR WATER DISTRICT

HOUSEKEEPING CHECK LIST

Equipment Name: _____ Equipment No. : _____ Ctrl No. _____

MONTH																															
Date:	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Cleaning the Stairway																															
- Leading to Admin																															
- Leading to Finance																															
- Surroundings																															
- Gate Way																															
- Ground Floor																															
- 2 nd Floor Passage																															
REST ROOMS																															
- Toilet Bowls																															
- Seat																															
- Tank																															
- Base																															
- Floor																															
- Wall																															
OFFICE EQUIPMENT																															
- Photocopier																															
- Duplo																															
- Shelves																															
- Refrigerator																															
GARBAGE DISPOSAL																															
Cleaned by :																															
Verified by :																															

UNCONTROLLED COPY



CARCAR WATER DISTRICT
San Vicente St., Pob. I, Carcar City, Cebu

JOB ORDER FORM

Item/Description: _____ No. _____
 Location: _____ Date: _____
 Status/Condition: _____
 Recommendation: _____
 Materials: _____

 Estimated time/date of repair/replacement: _____
 Person-in-charge: _____ Approved by: _____
 Related to PMS : _____ Not Related to PMS: _____

UNCONTROLLED COPY

(To be filled upon job completion)

Inspected by: _____ Date: _____
 Date Completed: _____
 Respond time: _____ Repair time: _____
 Remarks: _____
 Accepted by: _____ Date: _____

FM-ADM-02 01 12/27/16



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San Vicente St., Pob. I, Carcar City, Cebu

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FM-ADM-02 01 12/27/16

CARCAR WATER DISTRICT
CARCAR CEBU
PREVENTIVE MAINTENANCE LOG

TYPE _____ SERIAL NO. _____

CONDUCTED BY: _____

DATE	ACTIONS	REMARKS
	CHANGE OIL & CHECK FILTER (CHANGE IF NECESSARY)	
	CHECK BREAK & BRAKE FLUID LEVEL	
	CHECK STEERING OIL LEVEL	
	CHECKING OF LIGHTS	
	CHECK TIRES & ALIGNMENT (IF NECESSARY)	UNCONTROLLED COPY
	CLEANING AIR CLEANER	
	CLEANING CARBORATOR & TUNE UP (IF NECESSARY)	
	CHECK UNDERCHASSIS & BODY	
	CHECK RADIATOR TANK & RESERVOIR	

FM-ADM-03

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12/27/2016

CARCAR WATER DISTRICT
CARCAR CEBU
PREVENTIVE MAINTENANCE LOG

TYPE _____ SERIAL NO. _____

CONDUCTED BY: _____

DATE	ACTIONS	REMARKS
	CHANGE OIL & CHECK FILTER (CHANGE IF NECESSARY)	
	CHECK BREAK & BRAKE FLUID LEVEL	
	CHECK STEERING OIL LEVEL	
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	CLEANING AIR CLEANER	
	CLEANING CARBORATOR & TUNE UP (IF NECESSARY)	
	CHECK UNDERCHASSIS & BODY	
	CHECK RADIATOR TANK & RESERVOIR	

FM-ADM-03

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12/27/16

**CARCAR WATER DISTRICT
CARCAR CITY CEBU**

PREVENTIVE MAINTENANCE LOG

TYPE _____ SERIAL/PLATE NO. _____ CONDUCTED BY: _____

DATE _____

	ACTIONS	REMARKS
<input type="checkbox"/>	CHANGE OIL & CHECK FILTER (IF NECESSARY)	
<input type="checkbox"/>	INSPECT & CLEAN AIR FILTER	UNCONTROLLED COPY
<input type="checkbox"/>	INSPECT DRIVE BELTS CONDITION	
<input type="checkbox"/>	CHECK CHARGING SYSTEM	
<input type="checkbox"/>	CLEANING BATTERY TERMINALS	
<input type="checkbox"/>	CHECK BRAKE & CLUTCH FLUID	
<input type="checkbox"/>	CHECK BRAKE ASSEMBLY	
<input type="checkbox"/>	CHECK LIGHTS, HORN AND WIPER CONDITION	
<input type="checkbox"/>	CHECK BRAKE PEDAL & PRE-PLAY AND HEIGHT	
	ADJUSTMENT	
<input type="checkbox"/>	CHECK CVT FLUID	
<input type="checkbox"/>	CHECK & LUBRICATE ALL DOORS INCLUDING	
	LATCHES, HINGES, BALANCER & LOCKS	
<input type="checkbox"/>	CHECK SUSPENSION SYSTEM	
<input type="checkbox"/>	CHECK STEERING SYSTEM CHECK WHEEL BEARING	
<input type="checkbox"/>	CHECK TIRES AND PRESSURE INFLATION	

CHECKED BY:

FM-ADM-03

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1/3/2017

**CARCAR WATER DISTRICT
CARCAR CITY CEBU**

PREVENTIVE MAINTENANCE LOG

TYPE _____ SERIAL/PLATE NO. _____ CONDUCTED BY: _____

DATE _____

	ACTIONS	REMARKS
<input type="checkbox"/>	CHANGE OIL & CHECK FILTER (IF NECESSARY)	
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CHECKED BY:

FM-ADM-03

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1/3/2017

