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| **MAINTENANCE ACCOMPLISHMENT REPORT** | | | |  |
| **For the 3rd Quarter** | | | |  |
|  |  |  |  |  |
| Target | Actual | Gap | Reason for Gap |  |
| 1. SANITATION TASK  Wash rooms  Garbage  Building Maintenance  Lawns  2. GROUND LAYOUT/LANDSCAPE    3. FURNITURES & FIXTURES  4. MAINTENANCE OF OFFICE EQUIPMENT AND MACHINERIES  5. MAINTENANCE OF ICT EQUIPMENTS AND GADGETS  6. MAINTENANCE OF BUILDINGS  7. OTHERS  CURTAINS  BEDDINGS | Clean all washrooms  Garbage collected/segregated/thrown daily  All rooms clean and orderly  Lawns swept and free from debris  Ground/lawns were properly layout/landscape  Cabinets were replaced in the Admin & QMO/PRIME HR Office  Well maintained office equipment  Well maintained ICT equipment  Repaired gutter near SDS  Construct housing of aircon exhaust  Delivered new beds with complete beddings |  |  |  |
| Prepared By: | Approved By: | |  |  |
|  |  |  |  |  |
| **VIRGINIA A. VINALAY EDUARDO C. ESCORPISO, JR, EdD., CESO VI** | | | |  |
| Administrative Officer V Schools Division Superintendent | | | |  |

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