



MANILA  
INTERNATIONAL  
AIRPORT  
AUTHORITY

<input type="checkbox"/>	For Repair
<input type="checkbox"/>	For Replacement

## PROPERTY MANAGEMENT DIVISION

Date: \_\_\_\_\_

### PRE- INSPECTION REPORT

For Repair and/or Replacement of Defective Property, Plant & Equipment (PPE)

**DESCRIPTION OF PROPERTY** *(to be filled-in by the end-user)* \_\_\_\_\_

Property No. \_\_\_\_\_ Serial No. \_\_\_\_\_ Date Purchased \_\_\_\_\_

Warranty Period: \_\_\_\_\_

For replacement of spare parts *(pls. attach list)*

**LOCATION OF PROPERTY:** \_\_\_\_\_

**DEFECTS/COMPLAINTS:** *(attach separate sheet if needed)* \_\_\_\_\_

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**SCOPE OF WORK TO BE DONE:** *(attach separate sheet if needed)* \_\_\_\_\_

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**Inspection Requested by:**

**Accountable Employee**

**Noted by:**

\_\_\_\_\_  
Name & Signature

\_\_\_\_\_  
End User / Manager / OIC

**PRE-INSPECTION FINDINGS AT THE BACK**

**PRE-INSPECTION FINDINGS** (to be filled-in by Inspection Team):

Date: \_\_\_\_\_

**Inspection Team:**

**Property Management Division:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Pre-Inspected by:

**Property Management Division**

\_\_\_\_\_  
(Print Name & Sign)

Date: \_\_\_\_\_

**Concerned office with Technical Expertise:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Pre-Inspected by:

**Concerned office**

\_\_\_\_\_  
Print Name & Check the Office with Tech'l Expertise  
MISD ( ) ECD ( ) Mech'l Div ( ) Elect'l Div ( )  
Bldg Div ( ) Others \_\_\_\_\_ pls. specify

**Noted by:**

\_\_\_\_\_  
Manager/OIC, Property Mgt. Div.