

INFRASTRUCTURE AUDIT REPORT

Office or Division:	City Building Official			
Classification:	Complex Transaction			
Type of Transaction:	Government to government			
Who may avail:	Government-Owned Building			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of Request		Provided by Department / Agency		
Infrastructure Audit Checklist		Infrastructure Audit team; Building Official		
Complete Set of Plans		Provided by GSD / City Engineering		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Letter of Request	1.1. Receive the request		2 mins.	Admin Aide III
	1.2. Set schedule of inspection & notify concerned Department / Agency for inspection		5 mins.	Inspectorate Team
			20 mins. / floor	Inspectorate Team

	1.3. Inspection Proper		1 day	Infrastructure Audit Team
	1.4. Preparation of inspection report		20 mins.	Admin Aide III
	1.5. Review and signing of inspection report		5 mins.	Admin Aide III
	1.6. Profiling of documents		2 mins.	Admin Aide III
	1.7. Notification of the availability of the Infrastructure Audit Report to the concerned Department / Agency			
2. Receive the Inspection report	2.1. Submit Inspection Report and recommendation			Admin Aide III
TOTAL TRANSACTION TIME <i>Note: * Total transaction time based on one floor level only; Total transaction time will vary depending on the number of floor levels to be inspected.</i>			1 day + 54 mins.	

--- END OF TRANSACTION ---