



THE WEST AFRICAN EXAMINATIONS COUNCIL

PRIVATE MAIL BAG NO.1022, YABA-LAGOS

FROM:.....

TO: HEAD OF (CIVIL/BUILDING) SECTION

COMPLETE IN TRIPLICATE

1. REQUEST FOR CIVIL/BUILDING REPAIRS

Name of Officer:

Address/ Tel. No:

Nature of Repairs:

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Approval by the Officer's Head of Section/Dept:

Name & Signature:

2. FOR OFFICE USE

Instruction on the works by Head of Civil/Building Section/NSO

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Name of Technician to carry out the job:

Materials required for the works:

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Supervisor:

Date work commences:

Date of completion:

CERTIFICATION OF WORKS
NAME, SIGNATURE AND DATE

Purchasing Staff :

Head of Civil/Building:

User: