



PHYSICAL PLANT SERVICE REQUEST FORM

Filled in by requesting party		Filled in by PPO	
Date filed	: February 18, 2022	Date received	:
Building/Facility/ House No/ Apartment No./ Department	: Advanced Research and Innovation Center	Received by	:
Location	: VSU Upper Campus		Name & Signature
Requesting party	: Jo Jane D. Atok	Designation/ Position	:
Designation/ Position	: Instructor	Maintenance control number	:

To be accomplished in three (3) copies

Please check and specify the nature of service request

<input type="checkbox"/> Audio System (amplifier, speakers and microphones) With Lights? Yes. ___ No. ___ Setup Location: _____ Date & Time Needed: _____ Estimated Duration (hrs): _____	<input type="checkbox"/> Tent installation/s Setup Location: _____ No. of tent: _____ Tent size: _____
<input type="checkbox"/> Land preparation, plowing & harrowing Location/Area covered: _____ Estimated passing trip: _____	<input type="checkbox"/> Fabrication/s (new cabinets, furniture, metal works and other fabrications not considered as repair and maintenance) Installation/s (tarpaulin, signage, new lock & knobs & other installation not considered as repair and maintenance)
<input type="checkbox"/> Site development, levelling, scrapping & backfilling Location: _____	<input type="checkbox"/> Machining works (lathe, shaper, drill press & etc.)
<input type="checkbox"/> Hauling (Construction materials, office equipment & etc.) From: _____ To: _____	<input type="checkbox"/> Others (specify): <u>Painting (white) the newly repaired ceiling.</u>

Brief Description of Service Request

Assist supplier in the installation of laboratory safety shower and eyewash

Service Conducted by : _____
 Name & Signature

PPO Unit : _____

Conformed by (Requesting Party) : **JO JANE D. ATOK**
 Name & Signature

Checked by (PPO Unit Head) : _____
 Name & Signature

To be filled by the requesting party after service request conducted

Overall Service Satisfaction

1. Not Satisfied

2. Slightly Satisfied

3. Moderately Satisfied

4. Very Satisfied

5. Extremely Satisfied
