



PHYSICAL PLANT SERVICE REQUEST FORM

Filled in by requesting party		Filled in by PPO	
Date filed	: December 6, 2021	Date received	:
Building/Facility/ House No/ Apartment No./ Department	: D L A B S	Received by	: Name & Signature
Location	:	Designation/ Position	:
Requesting party	: ERROL C. FERNANDEZ	Maintenance control number	:
Designation/ Position	: Chair, Physical Facilities Committee		

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)
<input type="checkbox"/> Site development, levelling, scrapping & backfilling Location: _____	<input type="checkbox"/> Installation/s (tarpaulin, signage, new lock & knobs & other installation not considered as repair and maintenance)
<input type="checkbox"/> Hauling (Construction materials, office equipment & etc.) From: _____ To: _____	<input type="checkbox"/> Machining works (lathe, shaper, drill press & etc.)
	<input checked="" type="checkbox"/> Others (specify): Installation of electrical outlets in DLABS faculty room 12

Brief Description of Service Request

DLABS Faculty room 12 has no active power outlet. The one currently in use is connected to the fluorescent lamp switch which is unsafe for the users and to the connected devices.

Service Conducted by : _____
Name & Signature

PPO Unit : _____

Conformed by (Requesting Party) : _____
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