



PHYSICAL PLANT OFFICE

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PHYSICAL PLANT SERVICE REQUEST FORM

REQUEST INFORMATION	
Filled in by requesting party	Filled in by PPO
Date filed : Sept. 10, 2014	Date received :
Building/Department :	Received by
building/Department .	
10/11	Name & Signature
Location : Lower/Oxal Campus	Designation/Position :
Far All 1:	
Requesting party : Dorrell . Lina	Request Reference :
Name & Signature	Number
Contact no./Email :	
Please check and specify the nature of service request	
Audio System (amplifier, speakers and	T1:1-11-1:1-
microphones)	Tent installation/s
With Lights? Yes No	Setup Location:
	No. of tent:
Setup Location: Date & Time Needed:	Tent size:
Estimated Duration (hrs):	Tabilitation to Assurablinate & writing mately works and other
	Fabrication/s (new cabinets, fumiture, metal works and other
Land preparation, plowing & harrowing	fabrications not considered as repair and maintenance)
Location/Area covered:	☐ Installation/s (tarpaulin, signage, new lock & knobs & other
Estimated passing trip:	installation not considered as repair and maintenance)
	motaliation not conducted as repair and maintenance)
Site development, levelling, scrapping &	Machining works (lathe, shaper, drill press & etc.)
backfilling	
Location:	Landscaping (Design and Installation)
Hauling (Construction materials, office	
	Location/Area covered:
equipment & etc.)	Other/s (Specify): LED wall in Grym
From: To:	Other/s (Specify): Lev Wall (1)
Plans, Layouts and Estimates (Drafting, floor	
plan/s, material & cost estimate, site inspection	Application of the second seco
and the likes)	
Brief Description of Service Request	
Use of LED wall for the lecture of Cuts student in the Gym	
Use of IFD wall for the less	Lure of Cuts Student in the Coum
01 0 000 0 mil ton 1 1 (co)	/ ()/
ACCOMPLISHMENT	T = 1
Filled in by PPO Personnel	Filled in by Requesting Party
	Coming Codistration OVED ALL DATING
Conducted by : PPO Maintenance Personnel	Service Satisfaction OVER ALL RATING
FFO Maintenance reisonner	1 1 Not Catiofied 1 1 4 Pear 1 2 C Feir
(Name and Signature)	1. Not Satisfied 1. Poor 2. Fair
Date & Time	☐ 2. Slightly Satisfied ☐ 4. Very
Started	☐ 3. Moderately Satisfied ☐ 3. Good Good
Date & Time	☐ 4. Very Satisfied ☐ 5. Excellent
Finished	☐ 5. Extremely Satisfied
	Comments & Suggestion
Checked : PPO Head/Director	
&verified (Name and Signature)	Name &Signature
Notes:	
	Designation/Position

Vision: Mission: A globally competitive university for science, technology, and environmental conservation. Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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