



PHYSICAL PLANT SERVICE REQUEST FORM

REQUEST INFORMATION

Filled in by requesting party

Date filed : June 19, 2023
Building/Department : DEPARTMENT OF PURE AND APPLIED CHEMISTRY
Location : DoPAC
Requesting party : ELIZABETH S. QUEVEDO
Designation/Position : DoPAC Head
Contact no./Email : _____

Filled in by PPO

Date received : _____
Received by : _____
Designation/Position : _____
Request Reference Number : _____

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"/> Land preparation, plowing & harrowing
Location/Area covered: _____
Estimated passing trip: _____

<input type="checkbox"/> Site development, levelling, scrapping & backfilling
Location: _____

<input type="checkbox"/> Hauling (Construction materials, office equipment & etc.)
From: _____ To: _____
Plans, Layouts and Estimates (Drafting, floor plan/s, material & cost estimate, site inspection and the likes) | <input type="checkbox"/> Tent installation/s
Setup Location: _____
No. of tent: _____
Tent size: _____

<input type="checkbox"/> Fabrication/s (new cabinets, furniture, metal works and other fabrications not considered as repair and maintenance)

<input type="checkbox"/> Installation/s (tarpaulin, signage, new lock & knobs & other installation not considered as repair and maintenance)

<input type="checkbox"/> Machining works (lathe, shaper, drill press & etc.)

<input type="checkbox"/> Landscaping (Design and Installation)
Location/Area covered: _____

<input type="checkbox"/> Other/s (Specify) _____ |
|---|--|

Brief Description of Service Request

Installation of floor tiles in DoPAC Stockroom (AC-107).

ACCOMPLISHMENT

Filled in by PPO Personnel

Conducted by : PPO Maintenance Personnel
(Name and Signature)
Date & Time Started : _____
Date & Time Finished : _____
Checked & verified : PPO Head/Director
(Name and Signature)
Notes: _____

Filled in by Requesting Party

Service Satisfaction	OVER ALL RATING	
<input type="checkbox"/> 1. Not Satisfied <input type="checkbox"/> 2. Slightly Satisfied <input type="checkbox"/> 3. Moderately Satisfied <input type="checkbox"/> 4. Very Satisfied <input type="checkbox"/> 5. Extremely Satisfied	<input type="checkbox"/> 1. Poor <input type="checkbox"/> 3. Good <input type="checkbox"/> 5. Excellent	<input type="checkbox"/> 2. Fair <input type="checkbox"/> 4. Very Good
Comments & Suggestion		
Name & Signature		
Designation/Position		