



PHYSICAL PLANT SERVICE REQUEST FORM

REQUEST INFORMATION

Filled in by requesting party

Date filed : February 3, 2023
Building/Department : DEPARTMENT OF PURE AND APPLIED CHEMISTRY
Location : DoPAC
Requesting party : ELIZABETH S. QUEVEDO
Designation/Position : DEPT. 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: _____

<input checked="" type="checkbox"/> 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 checked="" type="checkbox"/> Other/s (Specify) : <u>Repair of Laboratory Table Top in DoPAC AC-101 Room.</u> |
|---|---|

Brief Description of Service Request

Materials and Cost Estimation for the Repair of Laboratory Table Top in DoPAC AC-101 Room.

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"/> 1. Poor	<input type="checkbox"/> 2. Fair
<input type="checkbox"/> 2. Slightly Satisfied	<input type="checkbox"/> 3. Good	<input type="checkbox"/> 4. Very Good
<input type="checkbox"/> 3. Moderately Satisfied	<input type="checkbox"/> 5. Excellent	
<input type="checkbox"/> 4. Very Satisfied		
<input type="checkbox"/> 5. Extremely Satisfied		
Comments & Suggestion		
Name & Signature		
Designation/Position		