



PHYSICAL PLANT SERVICE REQUEST FORM

REQUEST INFORMATION	
<p><i>Filled in by requesting party</i></p> <p>Date filed : January 31, 2023</p> <p>Building/Department : Advanced Research and Innovation Center</p> <p>Location : Visayas State University</p> <p>Requesting party : MA. THERESA P. LORETO</p> <p style="text-align: right;">Name & Signature</p> <p>Designation/Position : Director, ARI Center</p> <p>Contact no./Email : mtploreto@vsu.edu.ph</p>	<p><i>Filled in by PPO</i></p> <p>Date received : _____</p> <p>Received by _____</p> <p style="text-align: right;">Name & Signature</p> <p>Designation/Position : _____</p> <p>Request Reference Number : _____</p>
Please check and specify the nature of service request	
<p><input type="checkbox"/> Audio System (amplifier, speakers and microphones)</p> <p style="margin-left: 20px;">With Lights? Yes. ___ No. ___</p> <p style="margin-left: 20px;">Setup Location: _____</p> <p style="margin-left: 20px;">Date & Time Needed: _____</p> <p style="margin-left: 20px;">Estimated Duration (hrs): _____</p> <p><input type="checkbox"/> Land preparation, plowing & harrowing</p> <p style="margin-left: 20px;">Location/Area covered: _____</p> <p style="margin-left: 20px;">Estimated passing trip: _____</p> <p><input type="checkbox"/> Site development, levelling, scrapping & backfilling</p> <p style="margin-left: 20px;">Location: _____</p> <p><input type="checkbox"/> Hauling (Construction materials, office equipment & etc.)</p> <p style="margin-left: 20px;">From: _____ To: _____</p> <p><input type="checkbox"/> Plans, Layouts and Estimates (Drafting, floor plan/s, material & cost estimate, site inspection and the likes)</p>	<p><input type="checkbox"/> Tent installation/s</p> <p style="margin-left: 20px;">Setup Location: _____</p> <p style="margin-left: 20px;">No. of tent: _____</p> <p style="margin-left: 20px;">Tent size: _____</p> <p><input type="checkbox"/> Fabrication/s (new cabinets, furniture, metal works and other fabrications not considered as repair and maintenance)</p> <p><input checked="" type="checkbox"/> Installation/s (tarpaulin, signage, new lock & knobs & other installation not considered as repair and maintenance)</p> <p><input type="checkbox"/> Machining works (lathe, shaper, drill press & etc.)</p> <p><input type="checkbox"/> Landscaping (Design and Installation)</p> <p style="margin-left: 20px;">Location/Area covered: _____</p> <p><input type="checkbox"/> Other/s (Specify) : _____</p>
Brief Description of Service Request	
<p>Installation and framing of ARI Center signage</p>	

ACCOMPLISHMENT													
<p><i>Filled in by PPO Personnel</i></p> <p>Conducted by : _____</p> <p style="text-align: right;">PPO Maintenance Personnel (Name and Signature)</p> <p>Date & Time Started : _____</p> <p>Date & Time Finished : _____</p> <p>Checked & verified : _____</p> <p style="text-align: right;">PPO Head/Director (Name and Signature)</p> <p>Notes: _____</p>	<p><i>Filled in by Requesting Party</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #d3d3d3;"> <th style="width: 50%;">Service Satisfaction</th> <th style="width: 50%;">OVER ALL RATING</th> </tr> </thead> <tbody> <tr> <td> <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 </td> <td> <input type="checkbox"/> 1. Poor <input type="checkbox"/> 2. Fair <input type="checkbox"/> 3. Good <input type="checkbox"/> 4. Very Good <input type="checkbox"/> 5. Excellent </td> </tr> <tr> <td colspan="2" style="text-align: center;">Comments & Suggestion</td> </tr> <tr> <td colspan="2" style="height: 40px;"></td> </tr> <tr> <td colspan="2" style="text-align: center;">Name & Signature</td> </tr> <tr> <td colspan="2" style="text-align: center;">Designation/Position</td> </tr> </tbody> </table>	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"/> 2. Fair <input type="checkbox"/> 3. Good <input type="checkbox"/> 4. Very Good <input type="checkbox"/> 5. Excellent	Comments & Suggestion				Name & Signature		Designation/Position	
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