



PHYSICAL PLANT SERVICE REQUEST FORM

Filled in by requesting party	
Date filed	: July 12, 2022
Building/Facility/ House No/ Apartment No./ Department	: Inst. Of Human Kinetics
Location	:
Requesting party	: EDILBERTO A. ARTIGA JR. II University Sports Facilities Coordinator
Designation/ Position	:

Filled in by PPO	
Date received	:
Received by	: Name & Signature
Designation/ Position	:
Maintenance control number	:

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.) Others (specify): <u>Cleaning of the Upper Oval Stage Comfort rooms, Repairing of the Oval stage Drainage System and soil cultivation of the Track Oval on July 20, 2022</u>

Brief Description of Service Request

Cleaning and repairing of the Upper Oval Stage Comfort rooms, Repairing of the Oval stage Drainage System and soil cultivation of the Track Oval

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 _____