



PHYSICAL PLANT SERVICE REQUEST FORM

Filled in by requesting party		Filled in by PPO	
Date filed	: April 27, 2022	Date received	:
Building/Facility/ House No/ Apartment No./ Department	:	Received by	:
	Institute of Human Kinetics		Name & Signature
Location	: IHK	Designation/ Position	:
Requesting party	: EDILBERTO A. ARTIGA, JR. II	Document control number	:
Designation/Position	: Univ. Sports Facilities Coordinator		

Please check and specify the nature of service request

<input checked="" type="checkbox"/> Audio System (amplifier, speakers and microphones) With Lights? Yes. <u>/</u> No. <u> </u> Setup Location: <u>Upper Campus Oval</u> Date & Time Needed: <u>May 2, 2022 /5:00am</u> Estimated Duration (hrs): <u>5 hours</u>	<input checked="" type="checkbox"/> Tent installation/s Setup Location: <u>Upper Campus Oval</u> No. of tent: <u>2</u> Tent size: <u>Large</u>
<input type="checkbox"/> Land preparation, plowing & harrowing Location/Area covered: <u> </u> Estimated passing trip: <u> </u>	<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: <u> </u>	<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: <u> </u> To: <u> </u>	<input type="checkbox"/> Machining works (lathe, shaper, drill press & etc.)
<input type="checkbox"/> Plans, Layouts and Estimates (Drafting, floor plan/s, material & cost estimate, site inspection and the likes)	<input type="checkbox"/> Landscaping (Design and Installation) Location/Area covered: <u> </u>
	<input checked="" type="checkbox"/> Other/s (Specify) : <u>Cleaning, Repainting and Cutting of Grass in the surrounding areas of the Upper Oval Stage and the Cleaning and repainting of the Upper Oval Stage</u>

Brief Description of Service Request

Cleaning, Repainting and Cutting of Grass in the surrounding areas of the Upper Oval Stage and cleaning of all the Drainage system (above and below the bleachers' right and left side). The Drainage system as requested by the Planning office, should be cleaned entirely to see if the drainage system is still working. Cleaning of the Upper Oval Stage entirely, Restoring of the Lights and Electrical system and Cleaning of the surrounding area of the stage for it to be ready to be used for the Anniversary Fun Run.

Conducted by: PPO Personnel (Name & Signature)

PPO Unit

Checked & Verified by: PPO Head/Director (Name & Signature)

Filled in by the requesting party after the conduct of service request	
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
Name and Signature	Comments & Suggestion