



## PHYSICAL PLANT SERVICE REQUEST FORM

### REQUEST INFORMATION

*Filled in by requesting party*

Date filed : July 12, 2023

Building/Department : Advanced Research and Innovation Center

Location : Visayas State University

Requesting party : MA. THERESA P. LORETO  
Name & Signature

Designation/Position : Director, ARI Center

Contact no./Email : mtploreto@vsu.edu.ph

*Filled in by PPO*

Date received : \_\_\_\_\_

Received by : \_\_\_\_\_  
Name & Signature

Designation/Position : \_\_\_\_\_

Request Reference Number : \_\_\_\_\_

*Please check and specify the nature of service request*

- |                                                                                                                                                                                                       |                                                                                                                                               |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Audio System (amplifier, speakers and microphones)<br>With Lights? Yes. ___ No. ___<br>Setup Location: _____<br>Date & Time Needed: _____<br>Estimated Duration (hrs): _____ | <input type="checkbox"/> Tent installation/s<br>Setup Location: _____<br>No. of tent: _____<br>Tent size: _____                               |
| <input type="checkbox"/> Land preparation, plowing & harrowing<br>Location/Area covered: _____<br>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<br>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.)<br>From: _____ To: _____                                                                                           | <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)<br>Location/Area covered: _____                                                |
|                                                                                                                                                                                                       | <input type="checkbox"/> Other/s (Specify) : _____                                                                                            |

### Brief Description of Service Request

Fabrication of metal stand for Laboratory Incubator in EV-Biotech Laboratory, ARI Center  
-estimation of materials & cost  
-fabrication of stand

### 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

- ☐ 1. Not Satisfied  
☐ 2. Slightly Satisfied  
☐ 3. Moderately Satisfied  
☐ 4. Very Satisfied  
☐ 5. Extremely Satisfied

#### OVER ALL RATING

- ☐ 1. Poor      ☐ 2. Fair  
☐ 3. Good      ☐ 4. Very Good  
☐ 5. Excellent

#### Comments & Suggestion

Name & Signature

Designation/Position