



### PHYSICAL PLANT SERVICE REQUEST FORM

Filled in by requesting party	
Date filed	: February 02, 2022
Building/Facility/ House No/ Apartment No./ Department	: Advanced Research and Innovation Center
Location	: Upper Campus
Requesting party	: <i>mt Loreto</i> Ma. Theresa P. Loreto
Designation/ Position	: Center Director

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 checked="" 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.) <input type="checkbox"/> Others (specify): Fabrication _____

#### Brief Description of Service Request

Fabrication of new cabinet for secure storage and filing of the Center's documents and records

Service Conducted by : \_\_\_\_\_  
Name & Signature

PPO Unit : \_\_\_\_\_

Conformed by  
(Requesting Party) : \_\_\_\_\_  
Name & Signature

Checked by  
(PPO Unit Head) : \_\_\_\_\_  
Name & Signature