



REVISION NO.: **03**
 REVISION DATE: **Jan. 30, 2014**

PERMIT TO USE FACILITIES / EQUIPMENT

1. THIS FORM MUST BE FILLED OUT AND MUST BE DULY APPROVED PRIOR TO THE USE OF ANY OF THE FACILITIES OF MCL.
2. THE USE OF SUCH EQUIPMENT AND/OR FACILITIES ARE PRIVILEGED AND SUBJECT TO THE DISCRETION OF MCL.
3. THE REQUESTER SHALL BE HELD ACCOUNTABLE IN CASE OF BREAKAGES AND/OR LOSSES DURING THE TIME OF USE. THE REQUESTER AGREES TO REPLACE THE ITEM(S) WITH THE SAME BRAND OR ITS EQUIVALENT.
4. FOR STUDENT ORGANIZATIONS, PLEASE ATTACH APPROVED STUDENT ACTIVITY FORM FROM THE OFFICE FOR STUDENT SERVICES.
5. FOR CO-CURRICULAR ACTIVITIES / EVENTS, ONLY INSTRUCTORS / PROFESSORS SHALL BE ALLOWED TO USE THE FACILITIES OR EQUIPMENT.
6. REQUESTER AGREES TO RETURN BORROWED ITEM(S) ON THE DATE INDICATED IN THIS FORM.
7. A GATE PASS FORM SHALL BE SECURED AT THE SECURITY OFFICE (ATTACHED WITH THIS FORM) FOR ANY BORROWED ITEMS THAT WILL BE USED OUTSIDE MCL.

REQUESTER (FULL NAME)	OFFICE/DEPT/COLLEGE	DATE OF FILING
NATURE OF ACTIVITY / PURPOSE	DATE OF USE	TIME OF USE

ADMINISTRATIVE OFFICE (AO)	LABORATORY MANAGEMENT OFFICE (LMO)
FACILITIES CHECKLIST	
<input type="checkbox"/> J.P. RIZAL HALL LOBBY <input type="checkbox"/> J.P. RIZAL HALL AIR WELL <input type="checkbox"/> TRACK OVAL <input type="checkbox"/> BASKETBALL COURT <input type="checkbox"/> LECTURE ROOM <input type="checkbox"/> OTHERS _____	<input type="checkbox"/> VOLLEYBALL COURT <input type="checkbox"/> E.T. YUCHENGO HALL LOBBY <input type="checkbox"/> SHANNON DRIVE <input type="checkbox"/> EINSTEIN DRIVE <input type="checkbox"/> AUDITORIUM (R504) <input type="checkbox"/> PLOTTING/DRAFTING ROOM (R505) <input type="checkbox"/> PHOTOGRAPHY STUDIO (R506) <input type="checkbox"/> PHYSICS / IE LABORATORY (R414) <input type="checkbox"/> FOOD LABORATORY (Y205) <input type="checkbox"/> CAFÉ ENRIQUE (Y200) <input type="checkbox"/> OTHERS _____
<input type="checkbox"/> CHAIRS <input type="checkbox"/> TABLES <input type="checkbox"/> PANEL BOARD	<input type="checkbox"/> CHEMISTRY LAB <input type="checkbox"/> EEC LABORATORY <input type="checkbox"/> IT LABORATORY <input type="checkbox"/> ETY HOTEL ROOM <input type="checkbox"/> MC LABORATORY <input type="checkbox"/> CMET LABORATORY <input type="checkbox"/> ROUND TABLE <input type="checkbox"/> COCKTAIL
REMARKS: See the back of this form for the details of other laboratory facilities	
EQUIPMENT CHECKLIST	
<input type="checkbox"/> PROJECTOR <input type="checkbox"/> SPEAKERS <input type="checkbox"/> MIC	<input type="checkbox"/> VIDEOCAM <input type="checkbox"/> COMPUTER
<input type="checkbox"/> CHAIRS <input type="checkbox"/> TABLES <input type="checkbox"/> PANEL BOARD	<input type="checkbox"/> ROUND TABLE <input type="checkbox"/> COCKTAIL
OTHER EQUIPMENT, PLEASE SPECIFY HERE :	

REMARKS / SPECIAL INSTRUCTIONS

REQUESTER / DATE	RECOMMENDED BY / DATE	VERIFIED BY / DATE <small>FOR LMO FACILITIES AND EQUIPMENT ONLY</small>	APPROVED BY / DATE
SIGNATURE OVER PRINTED NAME / DATE	SIGNATURE OVER PRINTED NAME / DATE <small>PGM CHAIR / DEAN / ADVISER / DEPT. HEAD</small>	SIGNATURE OVER PRINTED NAME / DATE <small>LABORATORY MANAGEMENT OFFICE</small>	SIGNATURE OVER PRINTED NAME / DATE <small>ADMINISTRATIVE OFFICE</small>



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LMO LABORATORY FACILITIES

CHEMISTRY LABORATORIES

- R41 - CHEMISTRY LABORATORY 1
- R415 - CHEMISTRY LABORATORY 2
- R413B - CHEMISTRY LABORATORY INSTRUMENTATION ROOM

ECC LABORATORIES

- R405 - ECC LABORATORY 1
- R405B - ECC LABORATORY 2

ETY HOTEL ROOMS

- M100 - MACHINE SHOP
- M101 - ME LABORATORY
- M105 - WELDING ROOM AND WORKSHOP
- M106 - FLUID MECHANICS / HYDRAULICS / CHE PILOT PLANT
- M106B - FOUNDRY ROOM
- M107 - AIRCONDITION / REFRIGERATION LAB / ICE PLANT
- M108 - SOIL MECHANICS LABORATORY
- M110 - C/EM INSTRUMENTATION ROOM
- M111 - SEAMANSHIP LABORATORY

MC LABORATORY

- R312 - CIT PROFESSIONAL LABORATORY
- R314 - CISCO NETWORK LABORATORY
- R411B - MULTIMEDIA LABORATORY
- R209 - IT LABORATORY
- R210 - MITL COMPUTER LABORATORY
- R214 - IT LABORATORY

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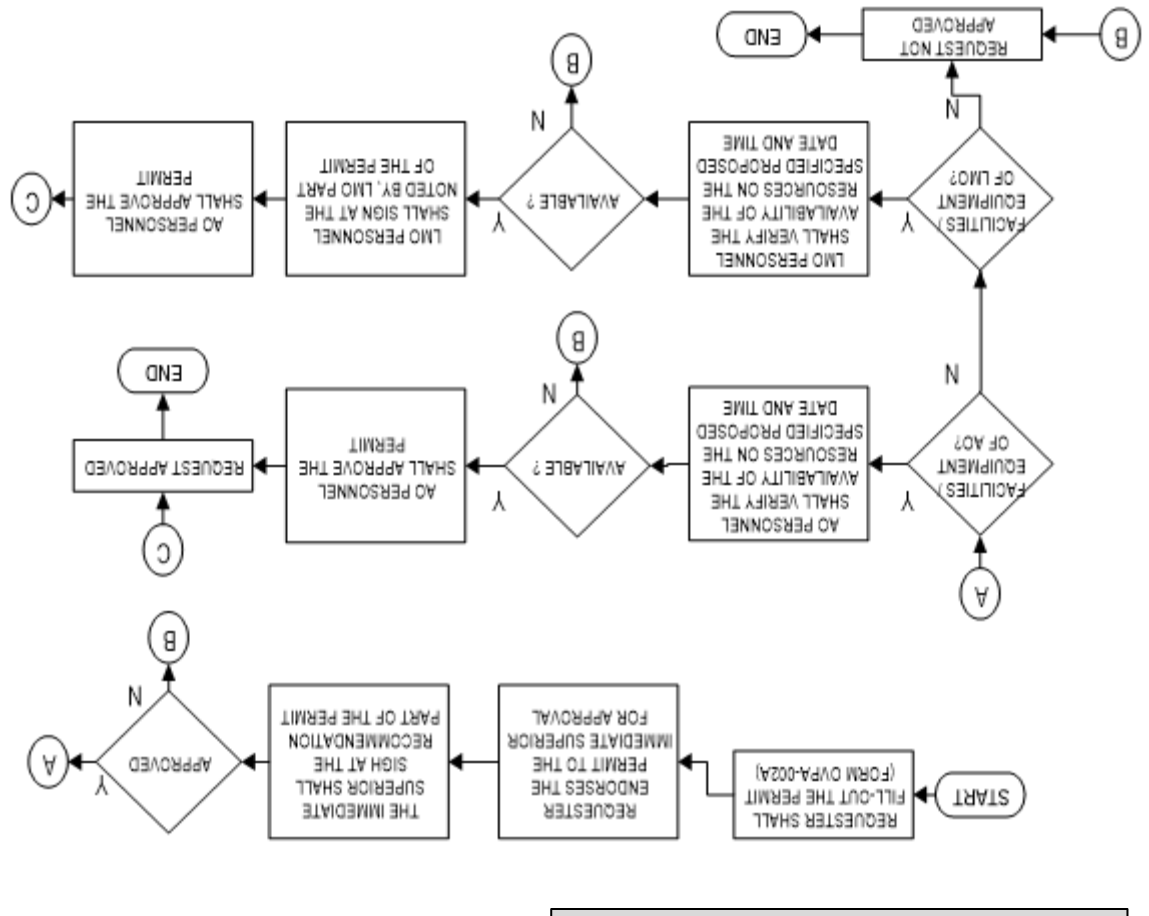
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FACILITIES/EQUIPMENT PERMIT FLOWCHART



FACILITIES/EQUIPMENT PERMIT FLOWCHART

