



Ref No: IIUM/307/4/23/1/7
Revision: 02 (2023)
Effective Date: 02 Oct 2023

**LABORATORY MANAGEMENT OFFICE
KULLIYAH OF SCIENCE**

SERVICE/MAINTENANCE REQUEST FORM

A. Applicant's Detail Information

Name : _____
Staff No. : _____ Contact No. : _____
Dept. / Kull. / Ins. : _____ Location : _____
Request Date : _____ Needed Date : _____

B. Details of Request

No.	Name of Item(s)	Brand	Serial No.	Remarks
1				
2				
3				
4				
5				

Recommendation for action: -

- | | |
|---|---|
| <input type="checkbox"/> Major service | <input type="checkbox"/> Sent out for evaluation/service & repair to vendor |
| <input type="checkbox"/> Minor service | <input type="checkbox"/> Request for evaluation from the vendor |
| <input type="checkbox"/> Purchase & replace major part(s) | <input type="checkbox"/> Re-calibration |
| <input type="checkbox"/> Purchase & replace minor part(s) | <input type="checkbox"/> Totally out of service |
| <input type="checkbox"/> Preventive maintenance service | <input type="checkbox"/> Other(s): _____ |

Requested by;

Received by;

Sign & stamp
(Assistant Science Officer)
Date:

Sign & stamp
(Science Officer)
Date:

C. Completion of Action

Remarks:

Verified by;

Approved by;

Sign & stamp
(Assistant Science Officer)
Date:

Sign & stamp
(Science Officer)
Date: