

DE LA SALLE UNIVERSITY

GOKONGWEI COLLEGE OF ENGINEERING

CIVIL ENGINEERING DEPARTMENT

LABORATORY USE/EQUIPMENT BORROWER’S FORM

Instructions:

1. This Form applies to all laboratory patrons excluding Undergraduate and Graduate Civil Engineering Students.
2. Only groups who have successfully accomplished the Google Form will be allowed to use the laboratory and/or borrow the equipment. The responder's copy of the Google Form response should be presented to the CE Laboratory Technician upon the Requested Date and Time to use the laboratory and/or borrow the equipment.
3. The approved hard copy of this Form should be presented to the CE Laboratory Technician upon the Requested Date and Time to use the laboratory and/or borrow the equipment.
4. The space used in the laboratory should be cleaned after use by the Requesting Party. Groups/individuals that will fail to clean their spaces **will not be allowed to use the laboratory**.
5. All equipment borrowed should be returned by the Requesting Party to the CE Laboratory Technician in good working condition. Groups/individuals that will fail to return the equipment **will not be allowed to borrow any equipment**.
6. The scanned hard copy of this Form wherein the **CLEARANCE** portion was accomplished, should also be uploaded in the initially filled-out Google Form at the End of the Requested Date and Time by editing the response. **Groups that will fail to update this Google Form will not be allowed to use the laboratory and/or borrow equipment**.

REQUESTING PARTY

Thesis or Dissertation Title			
Name of Student/Patron (Last, First M.I.)	ID Number	Email Address	Signature
College	Department		

LABORATORY USE

Laboratory Room Number			
Date	Time		Activity

EQUIPMENT

Borrow		Return		Activity		
Date	Time	Date	Time	Location		
No.	Item Description			Quantity	CE Lab Technician's Remarks	
1						
2						
3						
4						
5						
6						
7						
8						

(1) Prepared by (Student/Patron Representative)	(2) Noted by (Adviser/Project Leader)	(3) Endorsed by (CE Chair)
Signature over Printed Name and Date	Signature over Printed Name and Date	Signature over Printed Name and Date
(4) Checked by (CE Laboratory Technician)		(5) Approved by (CE Laboratory Coordinator)
Signature over Printed Name and Date		Signature over Printed Name and Date

CLEARANCE (to be filled out by CE Laboratory Technician)

☐ Laboratory was cleaned after use ☐ Equipment was returned in good working condition ☐ Laboratory and/or equipment clearance not granted	CE Laboratory Technician's Remarks
(1) Prepared and cleared by (CE Laboratory Technician)	(2) Agreed upon by (Student/Patron Representative)
Signature over Printed Name and Date	Signature over Printed Name and Date
(3) Noted by (Adviser/Project Leader)	(4) Noted by (CE Laboratory Coordinator)
Signature over Printed Name and Date	Signature over Printed Name and Date