



**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY
ALLAHABAD**

Form: 117

Office of the Dean of Infrastructure, IWD, Estate

SITE VISIT FORM

(This form should be filled by Engr. I/C /Dean (IRI) Office Representative and attached with FORM: 113 / 113 (A) for sanctioning of plans/ estimates)

Basic information		Dean (IRI) Rec. No	
Type of work			
Name		Phone/ Mob No.	
Dept./Section	PF No:	Email:	@iita.ac.in
Is the space/work indenter notified for the site visit?		Yes	No

Site visit team members		Requisitioner or representative(s)	DOIP Office Representative(s)
I/C_Civ	I/C_Elect	I/C_AC	
Place/Location/Rooms visited			
Date of site visit			
Requested start date or Time period for work	Working hour preference <input type="checkbox"/> FN <input type="checkbox"/> AN <input type="checkbox"/> No Preference	Funding source <input type="checkbox"/> Institute <input type="checkbox"/> Dept/Section <input type="checkbox"/> Project <input type="checkbox"/> Others	
Urgency/Reason for prioritizing the work <i>(if any)</i>			
Is there any relevant drawing /layout available for the requested work?		Yes	No
Do the requested work items conform to the Institute policy?		Yes	No
If above answer is no, please explain if any additional /special provisions have been requested apart from institute policies <i>(Approval from concerned authority should be taken for additional/ special provisions)</i>			

Primary details of work to be done <i>(Based on observations/discussions at site)</i>			
Select appropriate option and/or provide a short description of proposed construction/improvements			
<input type="checkbox"/> Flooring	<input type="checkbox"/> False ceiling	<input type="checkbox"/> Interior finishes	<input type="checkbox"/> Electrical
<input type="checkbox"/> Work platforms	<input type="checkbox"/> Painting works	<input type="checkbox"/> Metal works	<input type="checkbox"/> Air Conditioning
<input type="checkbox"/> Partitions	<input type="checkbox"/> Woodwork	<input type="checkbox"/> Road works	<input type="checkbox"/> Others <i>(Please specify below)</i>
<i>(Attach separate sheets and sketches if needed):</i>			
Provide a short description of existing conditions and importance of required work <i>(Attach sketches, pictures and sheets if needed)</i>			

Signatures		Requisitioner or representative(s)	DOIP Office Representative(s)
I/C_Civ	I/C_Elect	I/C_AC	

For Dean (IRI) Office Use

Updated sketch available	Yes/No/NA	Usable space	sqm	Update in space database	Yes/No/NA
Checked	Passed		Approved		
Assistant/ Superintendent	Note:		Instructions		
	OIC		Dean (IRI)		

Recorded	Sent for clarifications	yyy-mm-dd	Clarifications Received	yyy-mm-dd	Revision Recorded	Sent for estimate preparation	yyy-mm-dd
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