



OPD FORM – 008  
 Version: 01  
 Revision: 00  
 Effective Date: March 01, 2020

## REQUEST FOR CONCRETE POURING

Date: \_\_\_\_\_

Name of Project: \_\_\_\_\_

Contractor: \_\_\_\_\_

Portion of Structure to be Poured: \_\_\_\_\_

Estimated Volume: \_\_\_\_\_

Target Schedule of Pouring: \_\_\_\_\_ Time Start: \_\_\_\_\_

Requested by:

\_\_\_\_\_  
 Name / Signature  
 (Contractor's Representative)

### REQUIREMENT CHECKLIST:

#### Architectural:

1	Dimensions on portion prepared for concrete pouring conforms to the plan and building design.	
2	Dimensions on portion prepared for concrete pouring conforms to the National Building Code standards.	
3	Line and Grade alignment conforms to the plan and standards.	Name / Signature (Supervising Architect)

#### Structural:

1	Dimensions on portion prepared for concrete pouring conform to the structural design.	
2	Number, sizes, proper placement and spacing of steel bars conform to the plan and structural design.	
3	Re-bar block spacers and concrete covering conform to standards.	Name / Signature (Supervising Structural Engineer)
4	Concrete forms, scaffoldings and shoring properly in-place.	

#### Electrical:

1	Electrical layout, roughing-ins, and embedment conform to the plan and specifications.	Name / Signature (Supervising Electrical Engineer)



**Plumbing/Sanitary:**

1	Plumbing lines layout, roughing-ends, and embedment conform to the plan and specifications.	
		Name / Signature <i>(Supervising Sanitary Engineer or Master Plumber )</i>

**General Construction Requirement:**

1	Test results of aggregates used in concrete mix submitted.	
2	Test results and mill certificate of steel bars used submitted.	
3	Clean water to be used in concrete mixture checked.	Name / Signature <i>(Supervising Project Engineer)</i>
4	Concrete vibrator available on-site.	
5	Cylindrical moulds for concrete samples and slump cone for concrete mix slump test available on-site.	Name/ Signature <i>(University Safety Officer)</i>
6	Concrete mixer (substantial)	
7	Construction safety measures during concrete pouring in-place.	

**CONCRETE POURING PERMIT**

Date: \_\_\_\_\_

With the compliance of the above requirement checklist for concrete pouring on the \_\_\_\_\_  
*(portion of structure subject for concrete pouring)*

of the \_\_\_\_\_,  
*(Name of Project)*

permit is hereby granted to conduct concrete pouring works starting on

\_\_\_\_\_  
*(Target date of concrete pouring)*

**ENGR. MARILOU G. UMPAD**  
*Director, Office of Physical Plant & General Services*