



**APPLICATION FORM FOR LOAN OF EQUIPMENT
 (ENVIRONMENTAL LABORATORY)
 FOR EXTERNAL PARTY**

Venue : _____ Applicant : _____
 Staff / Matric No. : _____ Phone No. : _____ E-mail add. : _____
 Dept./ Kulliyah : _____ Address (External party) : _____
 Date of loan : _____
 Date to be returned : _____

| Equipment / Tool | Qty | Serial no. | Remark |
|---|-----|------------|--------|
| 1. Digital lux meter | | | |
| 2. Technician's tool kit | | | |
| 3. Globe thermometer | | | |
| 4. Thermo - hygrograph | | | |
| 5. LCD lane anemometer | | | |
| 6. Multifunction light meter | | | |
| 7. Noise dosimeter with RS 232-40-7355 | | | |
| 8. Architectural model daylight factor meter | | | |
| 9. Thermal comfort meter data logger 1221 | | | |
| 10. Relative humidity /air velocity & temp. meter | | | |
| 11. LCD thermometer infrared sighting (pocket) | | | |
| 12. Scope & laser sighting infrared thermometer | | | |
| 13. Air flow anemometer | | | |
| 14. Heavy duty light meter | | | |
| 15. Compact digital lux meter | | | |
| 16. Pocket sling psychrometer | | | |
| 17. Sound level meter data logger | | | |

Purpose : _____ **Lecturer :** _____

Signature : _____ Date: _____

Notes :-

- >>> All applications for booking must reach the general office at least 3 days prior to the date requested
- >>> Recommendation must be obtained from Dean of KAED
- >>> The equipment must be returned in good conditions. Applicants are liable for any loss or damage caused
- >>> A **maintenance deposit** (subject to non refundable terms) of **RM50.00** is imposed to selected items.
- >>> Permitted period of usage vary for selected items as recommended by Person In Charge of the equipment/
 facility

Recommendation :

Name : _____
 Post : _____

Signature : _____

Official stamp : _____

Date : _____

Remark : _____

OFFICE USE ONLY (Lab coordinator / Technical assistant)

Date received : _____ Approved/ Disapproved: reason/Remark : _____

Signature : _____

Official stamp : _____

Person in charge (Technician/ Lab assistant)

Comment / Condition : _____

Date received : _____

Date returned : _____

Signature : _____

Official stamp :

Lender signature :

Date: