



**APPLICATION FORM FOR LOAN OF EQUIPMENT
 (ENVIRONMENTAL LABORATORY)
 FOR INTERNAL 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 - hygograph			
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 lever 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 of Dean/Deputy dean/Head of Department/Lecturer/Assistant director/ Course supervisor
- >>> 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

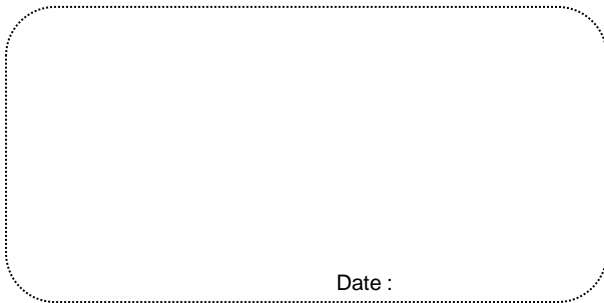
Recommendation :

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: