



INDIAN INSTITUTE OF TECHNOLOGY KANPUR
Office of the Dean of Infrastructure & Planning

DOIP: 103

Site Visit Form

(This form should be filled by ZIC/DOIP office representative and attached with FORM: 104 for sanctioning of plans/ estimates/ QTO sheets for MWCC)

Basic information		DOIP 101 Rec. No			
Type of work					
Name				Phone/ Mob No.	
Dept./Section		PF No:		Email:	@iitk.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)		
ZIC, Civ		ZIC, Elect		ZIC, 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>					

Mode of Execution of Work

Can the work be taken up through the AMC in the respective Zone as per the Scope of Services?	Yes	No
Can the work be taken up through MWCC contract in your respective zone as per the Clauses of Contract?	Yes	No
If above answer is Yes , Have you attached a QTO sheet for approval?	Yes	No

Primary details of work to be done *(Based on observations/ discussions at site)*

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>
Provide a short description of existing conditions and details of required work <i>(Attach separate sheets and sketches if needed):</i>			

Signatures

Requisitioner or representative(s)			DOIP Office Representative(s)		
ZIC, Civ		ZIC, Elect		ZIC, AC	

For DOIP Office Use

Updated sketch available	Yes/No/NA	Usable space	sqm	Update in space database	Yes/No/NA
Checked	Passed		Approved		
JTS/JE	OIC3/ OIC1		Instructions ADPI/DOIP		

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