



DEPARTMENT OF ENGINEERING SCIENCE
COLLEGE OF ENGINEERING AND AGRO-INDUSTRIAL TECHNOLOGY
UNIVERSITY OF THE PHILIPPINES LOS BAÑOS



DES-ILFAC Form 2 Glassware Request Form
version 1 – February 2024

GLASSWARE REQUEST FORM

DATE: _____

TITLE OF ACTIVITY/EXPERIMENT/PROJECT/CLASS:		
GLASSWARE REQUEST:		
QUANTITY	GLASSWARE/DESCRIPTION	REMARKS (LAB TECHNICIAN/FIC)
REQUESTED BY:		RELEASED BY:
_____ Name and Signature of Representative		_____ Name and Signature of Laboratory Technician / Class FIC

Instructions:

1. Fill out the form. List down all necessary glassware needed for the experiment.
2. Leave the remarks blank for the lab technician to check.
3. With the assistance of the lab technician or the class FIC, take the glassware from the cabinet. Make sure to list down the received items in the logbook.
4. After each experiment, make sure to clean and return all the borrowed glassware. The lab technician or the class FIC will check it.
5. Please take note that in case of any damage, the user/s will be responsible to replace the item/s. Clearance will be held until the item is replaced.



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