



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

DOIP: 103

**Site Visit Form**

*(This form should be filled by EIC/DOIP office representative and attached with FORM: 104 for sanctioning of plans/ estimates)*

<b>Basic information</b>		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

<b>Site visit team members</b>		
Requisitioner or representative(s)		DOIP Office Representative(s)
<b>ZIC_Civ</b>		<b>ZIC_Elect</b>
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
<b>Do the requested work items conform to the Institute policy?</b>		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>		

<b>Primary details of work to be done</b> <i>(Based on observations/discussions at site)</i>			
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>
<i>(Attach separate sheets and sketches if needed):</i>			
Provide a short description of existing conditions and importance of required work <i>(Attach sketches, pictures and sheets if needed)</i>			

<b>Signatures</b>	
Requisitioner or representative(s)	DOIP Office Representative(s)
<b>ZIC_Civ</b>	<b>ZIC_Elect</b>
	<b>ZIC_AC</b>

**For DOIP Office Use**

Updated sketch available	Yes/No/NA	Usable space	sqm	Update in space database	Yes/No/NA
<b>Checked</b>	<b>Passed</b>		<b>Approved</b>		
Assistant/ Superintendent	Note:		Instructions		
	OIC		ADPI/DOIP		