



Public Works

LAB REQUEST INFORMATION TEMPLATE

1-Project Name		
2-Resident Engineer		
3-Project Location & TB		TB Page
		Grid #
4-W.O./WBS/I.O./Permit-#		
5-Date & Time of Work		
6-Sampling or Testing Needed		
7-Materials & Amount		
8-Materials Plant		
9-General Contractor		
10-On-Site Contact or Sub		

11-Additional Comments:

This form must be filled in by the contractor and forwarded to the RE electronically. RE will verify and forward request to the Lab. Lab will schedule and confirm via email to RE and Contractor.

1-Provide the name of the project as it appears on the Plans or Permit

2-Provide the name of the Resident Engineer or Inspector assigned to the Project

3-Provide the specific location of the work being scheduled with address, block #, or nearest cross street & Thomas Bros. Page & Grid #

4-Provide Work Order or WBS number for CIP Projects; Internal Order for private Projects or Permit # for Over-the-Counter Permits

5-Provide the date of work being scheduled and the time this work will take place. ie-8-10am, 6 am-Noon, All day, etc.

6-Provide a description of what is being requested. ie-Backfill Compaction, Subgrade, Asphalt, Concrete, CTB, Spark Testing, CIPP Liner, etc.

7-Provide the type of material being placed and the amount of AC, CTB, Base, Fill, Sand or Gravel in tons or Concrete and Cement Slurry in cubic yards

8- Provide the name and locatino of an approved Plant producing the material

9- Provide the name and phone number of the General Contractor for the project

10-Provide the name and phone number of On-site contact and subcontractor performing the work

11-Provide any additional information or instruction necessary for the Laboratory Staff to perform requested work