



# Public Works

## LAB REQUEST INFORMATION TEMPLATE

1-Project Name	
2-Resident Engineer	
3-Project Location & TB	TB Page
	Grid #
4-WBS/I.O. and 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. For **Overtime work**, send email request with title "Overtime" in it.

City Holidays: New Year's Day, Martin Luther King Day, Presidents' Day, Cesar Chavez Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day and Christmas Day. [All City offices are closed on Holidays. Work on a Holiday requires RE approval and OT charges apply. Work following a Holiday must be scheduled by noon the day before the Holiday.](#)

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 and Phone number

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

4-Provide WBS number for CIP Projects; Internal Order for private Projects and Permit/Project # 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. [Work requests outside lab technician's work hours \(6:30 AM - 3:00 PM\) will require overtime approval by the Resident Engineer.](#)

6-Provide a scope of testing description. ie-Backfill Compaction, Subgrade, Asphalt, Concrete, CTB, Spark Testing, CIPP Liner, etc.

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

8- Provide the name and location of an approved Plant producing the material and type of improvement. ie-Drainage structure, Bridge, Curb & Gutter, Street, Ped ramps, Sidewalk, etc.

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

**Email to: [materialtestinglab@sandiego.gov](mailto:materialtestinglab@sandiego.gov) before 12 noon the day before the lab request**