

PLEASE REVIEW THE FOLLOWING INSTRUCTIONS FOR COMPLETING THIS FORM:

- 1- Provide the date of work being scheduled
- 2- Provide the name of the project as it appears on the Plans or Permit
- 3- Provide the Project# OR Accela PRJ /PMT for Private Projects via Over-the-Counter Permits/Digital (Indicate N/A if this does not apply)
- 4- Provide the WBS/IO number for CIP Projects (Indicate N/A if this does not apply)
- 5- Provide the specific location of the work being scheduled with address or nearest cross street
- 6- Provide the name of the General Contractor for the project
- 7- Provide the name, phone number and email of On-site contact OR subcontractor performing the work
- 8- Provide the name, phone number and email of the Resident Engineer or Inspector assigned to the Project
- 9- Provide a scope of Testing (see description in drop down) and the:
 - *Time this work will take place. Include AM or PM.
 - *Type of Improvement. i.e.- Drainage structure, Bridge, Curb & Gutter, Street, Ped ramps, Sidewalk, etc. If Other, describe in comments.
 - *Name of the City Approved Plant producing the material
 - *Type and Quantity of material being placed: AC, CTB, Base, Fill or Sand in **Tons**; or Concrete and Concrete Slurry in cubic **Yards**
- 10- Provide any additional information or instruction necessary for the Laboratory Staff to perform

OVERTIME REQUESTS: Work requests outside lab technician's work hours (6:30 AM - 2:30 PM) M-F will require overtime approval by the Resident Engineer. For **OVERTIME including weekend** work, send email request with the subject "**OVERTIME**" in it. **City Holidays:** New Year's Day, Martin Luther King Day, Presidents' Day, Cesar Chavez Day, Memorial Day, Juneteenth 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.

Overtime requires 48hr notification AND request must be made by NOON. Check box if this is OVERTIME:

1- Date of Work (MM/DD/YY)			
2- Project Name			
3- Permit#/Approval# -OR- Accela PRJ#/PMT#			
4- CIP-WBS/IO#			
5- Testing Location or Cross Streets			
6- General Contractor OR Sub Con.			
7- On-Site Contact		Phone #	
		Email	
8- Resident Engineer		Phone #	
		Email	
	TEST 1	TEST 2	
9- Sampling or Testing Needed			
Time of Work (HH:MM AM/PM)			
Type of Improvement			
Materials Plant			
Materials			
Quantity			
Units			
10- Additional Comments:			

Click EMAIL button to submit form. Requests must be submitted before NOON the day before the lab request. Lab will schedule and confirm via email to RE and Contractor. Email materialstestinglab@sandiego.gov for cancellations. For questions contact your RE.