REQUEST FOR APPROVAL

To: □ Designer □ Unit: _____ □ FMO  Date: __/__/__

Company: ____________________________
Project: ____________________________
Trade Works: _________________________

FOR CONTRACTOR:
Please check the items for approval:
☐ Shop Drawings  ☐ Test Results
☐ Method Statement  ☐ Product Specifications/ Catalog
☐ Samples/ Material Board  ☐ Certification
☐ Cutting List  ☐ Others: _________________________

NO. QTY. DESCRIPTION REMARKS

Prepared by: ________________________

Contractor’s Representative

DESIGNER/FMO ENDORSEMENT:
☐ Approved  ☐ Revise/Re-submit(work may not proceed)
☐ Approved as noted  ☐ Disapproved
☐ Revise/ Re-submit (work may proceed)

Remarks/ Comments:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Signed and Endorsed by:

__________________________ Date: __/__/__

Signature over Printed Name

UNIT/OWNER APPROVAL

Remarks/ Comments:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Approved by:

__________________________ Date: __/__/__

Owner/Unit