

## BOOKING FORM

### Request for Surveying Equipment

(2 copies, 1 for Building Studies & 1 for you)

All surveying equipment must be booked in advance. The booking form must be handed in to your lecturer or receptionist at least **one week** before the start of your project work.

Make sure you select all the gear that you need for this Project

Indicate which Project      **1** Closed level run      **2** Grid levelling      **3** Set out building

**DATE** (of Project work): \_\_\_\_\_ **TIME** (Project start): \_\_\_\_\_

LECTURER: \_\_\_\_\_ STUDENT: \_\_\_\_\_ ID: \_\_\_\_\_

PHONE: \_\_\_\_\_ Group: \_\_\_\_\_ Class ► Time: \_\_\_\_\_ Day: \_\_\_\_\_

**Indicate in the boxes what gear you need for your project.**

<input type="checkbox"/>	Auto Level	<input type="checkbox"/>	Tape 8 m
<input type="checkbox"/>	Theodolite	<input type="checkbox"/>	Tape 30m
<input type="checkbox"/>	Tripod	<input type="checkbox"/>	Pegs 900 mm
<input type="checkbox"/>	Staff	<input type="checkbox"/>	Pegs 150 mm
<input type="checkbox"/>	Staff Bubble	<input type="checkbox"/>	Profile sets
<input type="checkbox"/>	Vests	<input type="checkbox"/>	Steel cap
<input type="checkbox"/>	Mallet	<input type="checkbox"/>	Steel bars

After completion of the exercise collect all equipment and return it to Level 4 and store it in the locker with your booking form. Key for the locker can be obtained from the receptionist or your lecturer.

The technician will empty the locker at 8:00 the next day. Make sure you handle all equipment with care.

**For Project 3**

Profile set are in a trolley stored in the locker area next to Room 1414.

(Refer to notes below)

Some projects need to be checked and assessed by your lecturer. Please make arrange with your lecturer or another lecturer who will be available at time of project completion to check your work.

Lecturers name: \_\_\_\_\_ Signature: \_\_\_\_\_

When the lecturer has signed the form submit it to receptionist (Nicky) and make a copy for your own record.

At the start of the project show Lecturer or Nicky your form and the equipment will be handed out.

Put all surveying gear, including your booking form, after completion of the work in the locker at Level 4.

Key to the locker can be obtained from your lecturer/receptionist.

If you do any levelling make sure you check the instrument (two peg test). If the instrument's collimation appears to be out, recheck by repeating the process. Notify your lecturer or receptionist if the difference of the level readings is not within 5 mm tolerance.

Level No: \_\_\_\_\_ calibrated ☐ not calibrated ☐ (tick the appropriate box)

Please list below any faulty or damaged equipment:

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Read the '[Instruction how to Set Out Profiles.pdf](#)' if you do the set out project. Handle the profile set with great care. Do not drag trolley through sand; keep it on firm ground (bitumen or concrete).

**Please note:** Groups are held responsible to any damages to the equipment.