

Department of Engineering Building Works Request

Contact Name					
Position					
Contact Details	Telephone				
	Email				
Location of Work	Building				
	Floor(s)				
	Room(s)				
Brief description of work required					
Rationale for work					
Indicative programme					
Indicative budget					
Proposed source of funds (✓)	Group	Division	Department	University	Other

For Building Projects Use						
Unique project identifier				Date Received		
Project Manager				User Meeting		
Type of work (✓)	New Build	Reconfigure	Refurbish	Other		
Type of project (✓)	Maintenance	Minor <£50k	Minor <£250k	Minor >£250k	Capital	
Registered	Yes		No		Date	
Maintenance	Passed to Facilities Manager			Date		
Request closed	Date					