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| --- |
| **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** |  |  |