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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** | | | |  | | | | | |  | | | | | | | |