

NON-MAINTENANCE WORKS REQUISITION FORM (BEM-01)
Buildings & Estates Office

This form is to be used to request non-maintenance building works or engineering services. Maintenance requests should be reported to the Buildings & Estates Office 'Maintenance Enquiries' @ ext 2480.

Maintenance is defined as: Works necessary to maintain the fabric and services of buildings in a serviceable condition.

It is not intended that maintenance would cover the costs of upgrading, improving or alteration works. It is necessary, therefore, to indicate the budget source for work other than maintenance works.

Description of Work: _____

Exact Location of Work: _____

Requested By: _____ Ext No. _____

Budget Source: _____

Cost Code: _____ Date Required: ___/___/___

Approved By (Head of Dept/Function)
 Name: _____ Signature: _____

*Note: Please complete all sections of the form and return to **The Buildings & Estates Office**. Failure to supply a cost code or identify a budget source, will cause a delay in processing this request*

<i>Buildings & Estate Office Use Only</i>	Job No. <input style="width: 80%;" type="text"/>			
Request Received: ___/___/___				
Electrical Γ Mech. Γ Civil Building Γ Carpentry Γ Fitted Furniture Γ Other Γ				
Action: _____ _____ _____				
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Cost Code:</td> </tr> <tr> <td style="padding: 2px;">Estimated Cost: £</td> </tr> <tr> <td style="padding: 2px;">Estimated Completion Date: ___/___/___</td> </tr> </table>		Cost Code:	Estimated Cost: £	Estimated Completion Date: ___/___/___
Cost Code:				
Estimated Cost: £				
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Copy: EC Γ FM Γ KOR Γ MA Γ BB Γ PW Γ MMcC Γ				