

NEW WORKS REQUEST

University of East London
Maintenance Office
Room RB2.21
'R' Building
Stratford Campus



If you wish to discuss this request, please contact extension 2000 & choose the maintenance option

This form is to be signed by your Head of School/Service and returned by email to j.m.garcia@uel.ac.uk or faxed to 6495.

Work Required:

If this request is for a feasibility study or you only require budget costs for the work then please tick this box.

Campus: Docklands/Stratford Building: _____ Area/Room No: _____

Brief Description of Works Required: (Please attach any sketch/plans)

School/Service: _____ Date Required: ____ / ____ / 20__

Requestor's Name: _____ Extension No: _____

Email Address _____ Request Date: ____ / ____ / 20__

Approval by Head of School/Service or Budget Holder:

This work will be funded from School/Service cost centre _____ (Invoiced costs will be charged to this cost centre code.)

I hereby authorise expenditure up to the sum of £ _____ (Enter budget figure or estimate.)

Notes: Anticipated costs must be approved by the budget holder prior to any commitment for expenditure on their part by Facilities.

Head of School/Service or Budget Holder: _____ Signature: _____

School/Service: _____ Extension No: _____

For Maintenance Office use only:

This section to be completed by the Maintenance and Services Manager.

Work Approved ?	Yes/No	CDM Applicable?	Yes/No
Recharge School/Service?	Yes/No	Environmental Health?	Yes/No
Asbestos Register to be Checked?	Yes/No	Fire Risk assessment update?	Yes/No
Building Regulations Applicable?	Yes/No	Update CAD Drawings?	Yes/No
Planning Permission Required?	Yes/No	Other Statutory Requirements?	Yes/No

Listed Building Consent Required?	Yes/No	Notify UEL H&S Team?	Yes/No

Project Code: _____ Date Received: _____

Project Manager: _____ Signed: _____ Maintenance and Services Manager

Comments: _____
