|  |  |
| --- | --- |
|  | **Work Request Form – Rev B – 13/02/2023** |
| **Property Infrastructure and Management Division**  |

|  |
| --- |
| **Application details** |
| Requestor Name: |
| Contact No: |
| Faculty/ School/ Department/ Business Unit: |
| Campus Name:  |
| Building Name: Room Number: |
| Head of School/Faculty/Department: |
| Head of School/Faculty/Department Finance Manager: |
| Budget for Client or PIMD: |
| State budget amount: |
| Date of application: |

**Nature of work (tick all that apply)**

[ ] Major work [ ] Minor work

[ ] Internal works [ ] External works

**Nature of Request (tick all that apply)**

[ ]  Repairs [ ]  Maintenance [ ]  Refurbishment [ ]  Alteration [ ]  New Space

**Type of Request (tick all that apply)**

[ ]  Electrical [ ]  Plumbing [ ]  Painting [ ]  Ceiling [ ]  Flooring [ ]  Glazing

[ ]  Ironmongery [ ]  Air Conditioning [ ]  Refrigeration [ ]  Chiller [ ]  Central Heating

[ ]  Space Heating [ ]  Furniture [ ]  Roads [ ]  Signage [ ]  Other

**Description**

|  |
| --- |
| **For Office use only** |
| Date Reviewed: |
| Priority assigned: |
| Authorised by: |
| Work assigned to: |
| Date started: |

**Comments**

|  |
| --- |
| **Completion** |
| Date Completed: |
| Time taken to complete: |
| Client Approval: |
| Building Manager approval:  |