

[CSD Use Only]

Works Ref. No.: _____



Minor works request

This form is to be completed for minor works, which will be funded by the faculty/school or division/section.

When completed this form must be signed by the Dean or Head of Division and forwarded to Campus Services (Private Bag 35 Hobart).

Applicant details

Faculty/school or division/section: _____

Contact person: _____

Telephone: _____

Email: _____

Section 1: Work required

A. Location of the work

Please identify the area(s) where work is required, namely:

- If work is to be conducted on a room/space within a University building, the building name and room number(s), or the location of the space by reference to the building name and room number(s), must be provided.
- In the case of works external to the building, the location of the works should be provided by reference to building name and/or physical/geographical location (eg eastern external wall of Commerce Building).

B. Description of the work

Please provide a description of the required work. Provide details of any known standards or legislative requirements or work health and safety issues needing consideration. Attach a room plan if necessary. Specify whether there is anything to be excluded from the scope of the work, including works or items that may be supplied by the applicant.

C. Related projects/proposed works

Please provide details of any projects/proposed works, either current or future, that relate to the proposal(s)/work(s) contained in this request:

Section 3: Time of Work and Funding Expectations

A. When is the work to be undertaken?

Please provide an indication of when you expect the work to be undertaken and completion date:

B. Inappropriate time and impact of work

Please provide details of any times in which it will be *inappropriate* to conduct the work:

If known, please provide details of the impact of the work on current or scheduled activities or surrounding areas:

C. Funding expectations

Who is providing funds for this project? _____

How much do you expect the project to cost? _____

How much is available for the project? _____

D. Cost Estimate

A cost estimate provides the requestor with an **indication** of the likely cost of the project for funding submission purposes. It is important to note that a cost estimate is **not** an agreed price for the works. Costs can be firm'd up with actual contractor quotes, based on a detailed scope and specification, after funding of works is approved.

Please note that you will be charged for actual costs associated with the preparation of documentation (plans, specifications and BCA compliance reports) required for a cost estimate.

Is a cost estimate required? Yes No

If you require a cost estimate, please specify the account(s) to be debited for preparation of the cost estimate:

_____ : \$ _____

_____ : \$ _____

_____ : \$ _____

Name: _____

Position: _____

Signed: _____

Date: ____ / ____ / ____

Section 4: Authorisation

A. Proposal endorsement (Dean or Head of Division)

I endorse the proposal contained in this Minor Works Request and acknowledge that any costs associated with the development of the proposal are to be borne by the faculty/school/division/section.

I understand that the minor works proposed in this request will not proceed until approved by Commercial Services and Development, and expenditure authorisation (above) has been granted.

Name: _____

Position: _____

Signed: _____

Date: ____ / ____ / ____