



JCUH

## Minor New Works Request Form

### Contact details

First Name **	Kirstv
Surname**	Kendall
Contact e-mail**	Kirstv.kendall1@nhs.net
Telephone**	01642 850850
Extension**	53935
Location/Ward	Ward 17
Room/door number.	

### Request Details

Location/Ward**	Ward 17
Room/door number. **	10A 278/304/308/285/261

Brief description of minor new work required work required\*\*

Shower poles need replacing with anti-ligature poles as per trust guidance

### Trust Budget holder

To be completed by Trust budget holder Representative

Full Name **	Jane Matthews
Contact e-mail**	Janemathews1@nhs.net
Telephone**	01642 850850
Extension **	3707
Location/Ward	Ward 17
Room/door number.	
Cost Code**	7209BA
Lump sum Cost	

**\*\*Failure to complete sections may result in the non process of request**

### Endeavour Instruction to Proceed

Name:..... Signature:..... Date:.....

Please email completed form to [HelpdeskSouthTees@serco.com](mailto:HelpdeskSouthTees@serco.com)

*For Serco use only*

#### Date received

14/09/2020

#### Request ID

*Serco to issue on receipt of form*

**NWR:2598**

#### Job Type

- Mechanical
- Electrical
- Building
- Maintenance
- Health & Safety
- Patient care
- Departmental routine
- Environmental issue
- PAT test only
- Fire officer approval
- Change of use
- Structural alterations

Is the work part of an existing capital works scheme?

Is the work part of a life cycle scheme?

#### Additional comments