



JCUH

Minor New Works Request Form

Contact details

First Name **	Jackie
Surname**	hutchinson
Contact e-mail**	Jacqueline.hutchinson1@nhs.net
Telephone**	54521
Extension**	54521
Location/Ward	Ward 21
Room/door number.	10b041

Request Details

Location/Ward**	nlavroom
Room/door number. **	10b041

Brief description of minor new work required work required**

Ceiling curtain poles to be supplied at fitted in room 10b041 old playroom now to be a new bay

Trust Budget holder

To be completed by Trust budget holder Representative

Full Name **	Yasmin scott
Contact e-mail**	Yasmin.scott@nhs.net
Telephone**	52415
Extension **	52415
Location/Ward	
Room/door number.	
Cost Code**	5e1816
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

For Serco use only

Date received

22/09/2020

Request ID

Serco to issue on receipt of form

NWR:2648

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