Purchase Requisition

Redcar & Cleveland Borough Council
Facilities Management
Fairway House
Limerick Road
Dormanstown
Redcar, TS10 5JU

Requisition No.

RCPS No. 28949

Request No. 653896	Date 4/11/2021
Project No. (Primary Asset) 57116	Task No.
Project Name FAIRWAY HOUSE OFFICES	
Objective	Subjective
Type of Works (Please circle applicable) **Reactive - Planned - Capital - Devolved - Cyclical/PAT Cleaning - Architectural sys - External - Other**	

Supplier/Subcontractor

MARSKE FURNISHINGS

Quantity	Code	Description	Price	Total
		BLINDS FALLEN DOWN		
		IN WILL RANGERS		
		OFFICE.		

Note to Finance

Post Out ☐

Confirmation Only ☐

Delivery Address

TOTAL excluding VAT

Requestor KMPKiDay

1st Approver

2nd Approver

Office Use Only

SSP Req. No.	PO No.	Batch No.	Receipted

white copy = finance green copy = finance yellow copy = requestor

REDCAR & CLEVELAND BC - PROPERTY SERVICES
WORKS SERVICE TICKET

Request:No **653896**

Project No: / Name **51116** **FAIRWAY HOUSE - CENTRAL DEPOT OFFICES**

Owner: **Repair & Maintenance Mgr,**

Request Date: **04-Jan-21** **12:29 PM**

Severity: **P90-1Mth Resp & Fix**

Expected Resolution: **04-Feb-21**

Location:

Request: **Blinds fallen down in Will Ganders office.**

Order No:	GL Code:	Contact Name:	Tel No
	10083R2810	**Dave**	

Action: **10** Name: **Marske Furnishings** SC Order No

Action :

Description:

Work Completed ..... Date..... Time.....

Summary of Work Completed.....

.....

For Sub-Contracted Works -

1] In accordance with HSE Regulations, please provide the appropriate Risk Assessment(s) for the above works for approval prior to commencement on site

2] Should the estimated value of the works to be carried, out exceeds £ 400.00 please advise the FM Helpdesk for further approval 01642 776995

3] Please Fax Service Ticket should further materials required to be ordered and On completion of works to 01642 444981