

## Contact details

First Name **	Kim
Surname**	Clements
Contact e-mail**	Kim.clements@nhs.net
Telephone**	01642 850850
Extension**	55206
Location/Ward	Main Theatres JCUH
Room/door number.	Matrons office

## Request Details

Location/Ward**	Main Theatres
Room/door number. **	Installation of window blinds in various locations

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

Cost quote for the installation of rest & office room blinds in the following areas (some rooms have multiple windows):  
 Office 2.B.097.OT b (secretary office)  
 Office 2.B.098.OT a (HoN & General Manager offices)  
 Rest room 2.B.100.OT a (above north reception)  
 Rest room 2.B.125.OT (near beverage bay)  
 Rest 2.B.127.OT a (surgeons rest area)  
 2.B.93.OT b (Clinical Directors office)  
 2.B.91.OT a (Pain office)  
 16.B.075 (Matrons office)  
 2.B.94.OT a (B7 office)

## Trust Budget holder

To be completed by Trust budget holder Representative

Full Name **	Sarah Baker
Contact e-mail**	sarah.baker20@nhs.net
Telephone**	01642850850
Extension **	55281
Location/Ward	Main Theatres JCUH
Room/door number.	2.B.098.OT a
Cost Code**	6355FB

## Carillion


Quotation Value	
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**\*\*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 Carillion use only; 	
<b>Date received</b>	
<input type="text"/>	
<b>Request ID</b>	
<i>Carillion to issue on receipt of form</i>	
<input type="text"/>	
<b>Job Type</b>	
Mechanical	<input type="checkbox"/>
Electrical	<input type="checkbox"/>
Building	<input type="checkbox"/>
Maintenance	<input type="checkbox"/>
Health & Safety	<input type="checkbox"/>
Patient care	<input type="checkbox"/>
Departmental routine	<input type="checkbox"/>
Environmental issue	<input type="checkbox"/>
PAT test only	<input type="checkbox"/>
Fire officer approval	<input type="checkbox"/>
Change of use	<input type="checkbox"/>
Structural alterations	<input type="checkbox"/>
Is the work part of an existing capital works scheme?	<input type="checkbox"/>
Is the work part of a life cycle scheme?	<input type="checkbox"/>

Additional comments
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