



JCUH

Minor New Works Request Form

Contact details

First Name **	Megan
Surname**	Greening
Contact e-mail**	megan.greening@nhs.net
Telephone**	850850. Ext 54927
Extension**	54927
Location/Ward	PSDU
Room/door number.	

Request Details

Location/Ward**	nsdu
Room/door number. **	General ward area

Brief description of minor new work required work required**

Curtain rails need moving to meet new bedspace areas as reduced from 4 beds to 3.

Trust Budget holder

To be completed by Trust budget holder Representative

Full Name **	Christine Cater
Contact e-mail**	Christine.cater@nhs.net
Telephone**	
Extension **	56649
Location/Ward	psdu
Room/door number.	
Cost Code**	6306AC
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

14.03.2022

Request ID

Serco to issue on receipt of form

NWR5322

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