

# Request for minor works and repair & maintenance work

**Name:** \_\_\_\_\_ **Room No:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Description of work to be carried out:

Health and Safety issue to be addressed:

**Please return completed form to Ally Harvey (Director of Business & Finance)**

**For office use:**

Budget cost of work £ \_\_\_\_\_ Scheduled time for work: \_\_\_\_\_

Approved by SLT \_\_\_\_\_ for quotation

Quotation: \_\_\_\_\_

Contractor: \_\_\_\_\_

Approval to commence work by SLT \_\_\_\_\_