

Macquarie University

Buildings & Grounds Office

SERVICE REQUEST

| FOR BUILDINGS & GROUNDS OFFICE USE | | | |
|------------------------------------|------|-------|-------------------|
| Supervisor | Zone | Trade | Job No |
| | | | |
| | | | |
| | | | |
| | | | Master work order |

Requesting School/Office: _____

Budget Unit Name eg. VC, Registrar: _____

Account to be charged: _____ Account Code No: _____

For further details contact: _____ Phone No: _____

School/Office Reference No: _____

Location of work required Building: _____ Room No: _____

BGO Equipment No (if known): _____

Preferred date/time for this service: _____

(date/time will be subject to available resources)

WORK REQUIRED:

Request authorised by
Head of School/Office: _____ Date: _____
(or Request Coordinator)

Your response to the following will assist us to process this request promptly:

1. Please ensure LOCATION DETAILS ARE correct, and show ROOM NUMBER
2. Use SEPARATE FORMS for unrelated items.
3. NOMINATE ACCOUNT to be charged.
4. Despatch form to the Buildings and Grounds Office Building F8A Fax No. **7181**

For further information phone 7187 or 7145

FOR BUILDINGS AND GROUNDS OFFICE USE

No Charge _____ Labour & Material _____