

**VOCATIONAL TRAINING COUNCIL
ESTATES, HEALTH & SAFETY DIVISION
REQUEST FOR REPAIRS AND MAINTENANCE**

800

Please quote this no. in all correspondence

From Ref. in Tel. Fax Date	To: *BMO/BSE Estates, Health & Safety Division
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SECTION	WORK REQUESTED <u>(Please use separate forms for building work (BMO) and building services work (BSE) and direct to the correct officer)</u>
A	SAMPLE

Signature Post Date	Enquiries should be directed to :- Tel.
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B	To SCW/BS/CW/ABSI Estimate/Issue WO/CC/JC for above work Signed Date	Remarks
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Estates, Health & Safety Division Use Only		WO/CC/JC No.	DATE	ESTIMATE	FINAL COST
	BUILDERS WORK				
	B/SERVICES WORK				
	TOTAL ESTIMATE				
	C				

CONTRACT NO. <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> </tr> </table> VTC FILE REF <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> </tr> </table>																Account Code <table border="1" style="width: 100%; text-align: center;"> <tr> <th style="width: 10%;">Fund</th> <th style="width: 10%;">Controller</th> <th style="width: 10%;">Account</th> <th style="width: 10%;">Unit</th> <th style="width: 10%;">Dept</th> <th style="width: 10%;">Prog</th> <th style="width: 10%;">R</th> <th style="width: 10%;">E</th> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td>0</td> <td>0</td> </tr> </table>	Fund	Controller	Account	Unit	Dept	Prog	R	E							0	0	WORK COMPLETED Signed CW/BSI/BS/ACW/ABSI Date
Fund	Controller	Account	Unit	Dept	Prog	R	E																										
						0	0																										

Notes: 1. Requesting Officer to complete Section A only and forward two copies to either Building Maintenance Officer (BMO) or Building Services Engineer (BSE).
 2. *Delete as inappropriate.