

Request for Office Accommodation

<p><i>The purpose of this form is to ensure that your needs are clearly understood, allowing us to respond with the most suitable options in a timely manner. For assistance please contact the Planning Team at QGAO.</i></p>			<p>Date of request / /</p>	
<p>Tenant details</p>				
<p>Department & unit name</p>				
<p>Current location(s)</p>				
<p>Preferred locality</p>				
<p>Facility Manager contact details</p>				
<p>Name</p>		<p>Phone</p>		
<p>Email</p>				
<p>Service delivery benefit (how will this new or additional accommodation will improve your agency's service delivery?)</p>				
<p>Cost benefit (any savings to Government?)</p>				
<p>Type of accommodation required</p>				
<p>Office</p>	<p>Storage</p>		<p>Other</p>	
<p>Preferred start date</p>		<p>Estimated duration of occupancy</p>		
<p>No. of staff to be accommodated</p>		<p>Other functional needs to be accommodated</p>		
<p><i>Other functional needs are those not always found in an administrative office that would take up space such as multiple service counters, large waiting areas, workshops, large item storage)</i></p>				
<p>Funding</p>				
<p>Approved for rent? Yes No</p>				
<p>Approved for fitout? Yes No Amount? ..\$</p>				

Requesting Department endorsement

Signed:

Position:

Department of Energy and Public Works acknowledgement and advice

Signed:

Position:

QGAO advice and next steps:

Return to: Manager, Planning Group, Queensland Government Accommodation Office, if direct email not known
Email to the QGAO Mailbox: ggao.enquiries@hpw.qld.gov.au, or
Mail to: Queensland Government Accommodation Office, DEPW, GPO Box 2457, Brisbane, QLD, 4001