

Request for Office Accommodation Program Funding Contribution

File Ref:

Reply to:

Phone:

Date:

Director
Queensland Government Accommodation Office
GPO Box 2457
Brisbane Qld 4001

Department		Project No.	
Contact name		Phone No.	
Email		Fax No.	
Service provider contact name (eg. Office Interiors)		Phone No.	
Request type (mark applicable box)		New initiative	EPW-owned space
<input type="checkbox"/> Rationalisation of existing office to meet 15m ² /person space standard		Construction of new offices	Existing non-govt leased
<input type="checkbox"/> Relocation of office		Refurbishment of existing offices	New non-govt space to be leased
<input type="checkbox"/> Furniture changes		Other	Agency-owned space
Business case statement/Cost benefit statement (savings to government)			
Project scope (e.g. replan current offices, new workstations)			
Preferred location			
Estimated cost	\$	(excl. professional fees, contingency & GST)	
No. of staff in area to be modified			
Timeframe for occupancy			Area m ²
Work required is urgent		Reason for urgency	
Comments			

It is understood that the project is subject to the normal technical and expenditure approval process and is required to comply with all government guidelines relating to office accommodation fitout.

Yours sincerely

Title:

Department:

Acceptance: The signature below denotes the Department of Energy and Public Works approval to allocate funding for this project from the Office Accommodation Program.

Signed:

Position:

Queensland Government Accommodation Office, Department of Energy and Public Works, GPO Box 2457, Brisbane Qld 4001