

AUTHORITY TO PROCEED WITH DESIGN & CONSTRUCTION WORK

Fax No. 9214 8383, Mail No. H15

Proposed Building Changes to:

Campus: _____
 Building: _____
 Room/s: _____
 Description: _____

 Contact Person: _____
 Telephone No: _____

Request for Design and/or Construction Work

- A Project Officer from FSG will be in contact with you to organise inspection of the site and preparation of Sketch Design.
- Your Department will be charged for costs incurred in the preparation of design works, i.e. the use of external consultants and/or any expenses incurred during the Design Phase, *even if the works do not proceed.*
- **A scope of works and cost estimates will be forwarded to you for approval prior to commencement of construction work.**

Account Details:

Please supply FSG with your Department's account details. A project account will be created in your department's account structure by FSG and FSG will transfer funds into this account to cover design and construction costs.
These costs will be agreed upon by your Department and the Project Officer, prior to expenditure.

												8	9	1	0	0
--	--	--	--	--	--	--	--	--	--	--	--	---	---	---	---	---

Signatory:

Authorisation by your Head of Division to proceed with Design and/or Construction Work to be carried out by FSG MUST be granted with the following signatories:

- Vice President Student & Corporate Services
- Pro Vice-Chancellor (International & Development)
- Deputy Vice-Chancellor HEd
- Deputy Vice-Chancellor TAFE

(Works UNDER \$1,000 can be authorised by a Head of Department or Faculty Dean)

Signed:Date:.....
 Name:
 Title: