

DRAWING / SPACE DATA REQUEST FORM

All fields must be completed. Completed forms should be returned to ESMU at smdr@manchester.ac.uk.

REQUESTOR DETAILS:					
Request made by:			Unit:		
Phone:			Email:		
If request is on behalf of another person and the information is to be sent to them, please include their details below:					
Contact:			Contact Details:	Phone:	
Company Name / Department:				Email:	
DETAILS OF REQUEST:					
Type of request:		Date Requested:		Date Required By:	
Building Name(s): If applicable					
Floor(s): If applicable		Room No(s): If applicable			
Reason for Request: (Please provide as much detail as possible)					
Drawing Specific Requirements:					
Type of drawing:	<input type="checkbox"/> General Arrangement <input type="checkbox"/> Sections <input type="checkbox"/> Elevations <input type="checkbox"/> Other (provide details above)				
Format of drawing:	<input type="checkbox"/> DWG (provided in 2013 format) <input type="checkbox"/> DWF or DWFx <input type="checkbox"/> PDF <input type="checkbox"/> Other (provide details above) <input type="checkbox"/> RVT (Model) (NB: not all buildings are available in this format) <input type="checkbox"/> Web Central				
Modification Requirements:					
Do you have access to:	Master Drawings:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Web Central:	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Requests are allocated to a member of the Space Management Team each Monday.
Following request allocation, a member of the team will contact you if there are any queries regarding the fulfilment of your request.

To be completed by ESMU only:					
Allocated to:			Checked By:		
Date Received:		Start Date:		Completion Date:	
COMMENTS:				Site Survey Required:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Distribution:					
Document No.	Document Title.			Rev.	Format. Media.
Document Originated:	October 2016	By:	ESMU		
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Last revised:	July 2017	By:	Gareth Spencer		
Next revision:	October 2017	By:			

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