

DRAWING / SPACE DATA REQUEST FORM

Request No.

(to be completed by the Space Team).

This form is to be completed by UoM staff or include contact details of an internal contact.

All fields must be completed.

Please note the Space Team do not hold any structural, M&E, utilities/services or fire drawings/ plans. To obtain these please contact the Facilities, Maintenance and Compliance Unit (FMC)

Completed forms to be returned to the Space Team at smdr@manchester.ac.uk

REQUESTOR DETAILS – UoM Staff:					
Request made by:		Unit:			
Phone:		Email:			
If the request is to be issued to an external party (consultant/contractor) please include their details below:					
Name of Contact:		Phone:			
Company Name / Department:		Email:			
DETAILS OF REQUEST:					
Type of request:	Choose an item.	Date Requested:		Date Required By:	
Building Name(s): If applicable					
Floor(s): If applicable		Room No(s): If applicable			
Reason for Request and any additional requirements e.g. mark ups on plans / summary of data: <i>(Please provide as much detail as possible)</i>					
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) The Space Team do not hold any structural, M&E, utilities/services drawings. To obtain these please contact the Facilities, Maintenance and Compliance Unit (FMC).				
Format of drawing:	<input type="checkbox"/> DWG		<input type="checkbox"/> PDF		<input type="checkbox"/> Other (provide details above)
Do you have access to:	Master Drawings:		Web Central:		
	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No		

Requests are allocated to a member of the Space Team on a weekly basis.

If there are any queries regarding your request a member of the team will contact you.

To be completed by the Space Team 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:	The Space Management Team	
Last revised:	March 2026	By:	Lisa Smith	
Issue Number:	5	Next revision:	March 2027	

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