RM Work Order no: 1382900.01

|  |  |
| --- | --- |
| Wills Hall X - Z | RM Priority 5- Within 1 month |

**Work location**  **Requestor / On behalf of**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Site** | Stoke Bishop Campus |  | **Requestor** | Tracey Brooks |
| **Building no.** | 0290 |  | **Contact** | (0117) 455 8645 |
| **Building name** | Wills Hall X - Z |  | **E-mail** | Tracey.Brooks@bristol.ac.uk |
| **Space** |   |  | **Charge code** | University of Bristol |
| **Space type** |  |  | **On behalf of** | Tracey Brooks |
| **Asset name** |  |  | **Contact** | (0117) 455 8645 |
| **Asset code** |  |  | **Email** | Tracey.Brooks@bristol.ac.uk |

**Key dates**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date raised** | **Date requested** | **Priority** | **Target date** |
| 16/05/2025 15:05 |  | RM Priority 5- Within 1 month | 16/06/2025 15:05 |

**Work allocation**

|  |  |  |
| --- | --- | --- |
| **Trade** | **Maintenance Team / Supplier** | **Allocated to** |
| Contractor | BPM Contracting Services Ltd |   |

**Work details**

|  |
| --- |
| **Task : Building Fabric Disturbance** |
| Customer Comment:BPM to attend site for inspections & quotes of crack in corner of wall of X building.Internal Comment: |
|
|
|
|

**To be completed by operative**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Customer contacted on arrival 🗹 | 🞏 | Customer NOT contacted on arrival 🗹 | 🞏 | Customer contacted on Leaving 🗹 | 🞏 | Customer NOT contacted on Leaving 🗹 | 🞏 | Name of person contacted |  |
| Record first response time for the work order |
|  | Response Date .... / .... / ....... | Response time ...... : ....... |
| Sign off when work order is completed |
| Operatives Signature……………………………… | Print Name …………………………….. | Completion Date ...... /..... / .......  | Completion time ....... : ........ |
| Further Work Orders required? |
| **To be completed by supervisor** |
| Supervisors Signature ……………………………… | Print Name…………………………….. | Date ...... /..... / .......  |