

# Request for Office Accommodation Program Funding Contribution

File Ref:

Reply to:

Phone:

Date:

Director  
Queensland Government Accommodation Office  
GPO Box 2457  
Brisbane Qld 4001

<b>Department</b>		<b>Project No.</b>	
<b>Contact name</b>		<b>Phone No.</b>	
<b>Email</b>			
<b>Service provider contact name (eg. Office Interiors)</b>		<b>Phone No.</b>	
<b>Request type (mark applicable box)</b>		New initiative	HPW-owned space
<input type="checkbox"/> Rationalisation of existing office to meet 12m <sup>2</sup> /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
<b>Business case statement/Cost benefit statement</b> (savings to government)			
<b>Project scope</b> (e.g. replan current offices, new workstations)			
<b>Preferred location</b>			
Estimated cost	\$	(excl. professional fees, contingency & GST)	
No. of staff in area to be modified			
Timeframe for occupancy			Area m <sup>2</sup>
Work required is urgent		Reason for urgency	
<b>Comments</b>			

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 Housing and Public Works approval to allocate funding for this project from the Office Accommodation Program.

**Signed:** .....

**Position:**

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