

10.2.WH.I.RC. Permit - Work Request -Jun17

Requestor	Part 1 – Person making a “work request”		
Note: a minimum of 48 hours’ notice (excluding weekends and public holidays) is required. Requests not adhering to this notice period will NOT be approved.			
Site Address:		Expected Start Date :	Start Time :
Level/s (where work is to be carried out):		Expected Finish Date :	Finish Time :
Who is making the work request? (“the Requestor”)			
Name of the person making the work request (“the Requestor”): <i>(first & last name) (Please Print)</i>			Phone No:
Business/Company of the Requestor:			Phone No:
Who is going to do the work? (“the Contractor”)			
Business/Company Name to undertake the work (“the Contractor”):			Phone No:
The following workers of “the Contractor” will attend site to undertake the work			Registered on SASSI (completed inductions, SWMS, Insurance, RMP etc)
	Name of worker <i>(first & last) (please print)</i>	Contact Phone Number:	
1			
2			
3			
4			
5			
6			
Description of work / service to be undertaken.			
Note: Also, please include details of any services or equipment that may need to be isolated and/or locked out and tagged out as part of these works. If additional space is needed below, attach and reference additional pages.			
<hr/> <hr/> <hr/>			
Specific areas of access required:			
<hr/>			
Tenancy Works – Approval Section (only required if working for the tenant directly)			
Tenancy name: (Company/ firm)		Tenant approval by: (name of person)	Signature:
Note: Any tenancy works NOT approved by the tenant’s representative will not be approved to proceed.			

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Permit Checklist (if answer yes to any of the below questions, a separate permit may be required) The * denotes that a permit is definitely required. The ** denotes a permit is required at some sites.			
Are fire isolations required?	* <input type="checkbox"/> Yes / <input type="checkbox"/> No	Are you using the BMU?	* <input type="checkbox"/> Yes / <input type="checkbox"/> No
Do you require access to the MDF Room?	<input type="checkbox"/> Yes / <input type="checkbox"/> No	Are you conducting any noisy works?	<input type="checkbox"/> Yes / <input type="checkbox"/> No
Will you be working in a confined space?	* <input type="checkbox"/> Yes / <input type="checkbox"/> No	Are you working at Heights above 2 meters?	* <input type="checkbox"/> Yes / <input type="checkbox"/> No
Are you conducting hot works?	* <input type="checkbox"/> Yes / <input type="checkbox"/> No	Are you undertaking concrete cutting or coring works?	* <input type="checkbox"/> Yes / <input type="checkbox"/> No
Do you require access to any comms risers?	<input type="checkbox"/> Yes / <input type="checkbox"/> No	Are you undertaking works that will create dust?	* <input type="checkbox"/> Yes / <input type="checkbox"/> No
Do you require access to the roof?	** <input type="checkbox"/> Yes / <input type="checkbox"/> No	Are you undertaking Abseiling works?	* <input type="checkbox"/> Yes / <input type="checkbox"/> No
Do you require keys / access card access?	<input type="checkbox"/> Yes / <input type="checkbox"/> No		

Statement by person making the work request		
I hereby confirm that the information provided via this work request is true and accurate		
Name of Requestor:	Signature:	Date:

Brookfield	Part 2 – “Work Request” Approved		
The Work Request has been reviewed and approved by the Brookfield work request approver (<i>a Brookfield Commercial Operations authorised staff member</i>):			
Have all appropriate permits been completed? <input type="checkbox"/> Yes / <input type="checkbox"/> No	Is the contractor on SASSI and fulfilled compliance requirements? <input type="checkbox"/> Yes / <input type="checkbox"/> No	This work request is: Approved <input type="checkbox"/> Declined <input type="checkbox"/>	
Name of approver: <i>(first & last name)</i>	Signature of approver:	Date approved:	
Comments			
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