

## Minor Works requests from Colleges and Departments (non-resi\*);

*Note; All Minor Works will be funded by Minor Works budget held by ECS.*

*Colleges are to prioritise their own budgets on Teaching & Research, not Estates works.*

- Requests will be collated annually by Service Development & Resource team and taken to Capital Strategy & Estates Board for prioritisation and Minor Works funding agreement.
- Prioritised and funded list passed to Minor Works Team for workload allocation; for costings and completion throughout financial year.
- The agreed list will be shared with College Director of Operations to communicate order of works and likelihood of projects being undertaken.
- Rejected projects will be notified by Service Development & Resource team.

## Minor Works requests Ad-hoc throughout year;

*Ordinarily these will not be able to be accommodated as funds will have been committed to projects during annual request collation process.*

*Ad-hoc will likely only be for urgent needs; compliance and accessibility.*

- Request comes to Sarah Peacock (Head of Space Management) to check strategic alignment and ability to fund from ECS Minor Works budget.
- Agreed request passed to Minor Works Team for workload allocation (may be order of costs for strategic idea testing or proceed to completion).
- Rejected projects will be notified by Service Development & Resource team.

## Small Works requests;

*Small Works has an agreed total budget allocated from ECS Minor Works budget.*

*Small Works spend is managed by Reactive Maintenance Manager.*

- Request made to ECS Service Desk.
  - Passed to Carl Greasley (Reactive Maintenance Manager) for workload allocation in RM.
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- Carl forwards any jobs larger than £5k to Karen who will triage and forward to Sarah.
  - Ordinarily these will not be able to be accommodated as funds will have been committed to projects during annual request collation process. Any additional ad-hoc will likely only be for urgent needs; compliance and accessibility.
  - Sarah check if request can be funded from ECS Minor Works budget.
  - Agreed request passed to Minor Works Team for workload allocation.
  - Rejected projects will be notified by Karen.

*\* Requests for Residential Projects and those for College Court; will be collated directly with Steve Parker (Head of Minor Works) following meetings with Martin Miller (Head of Campus Services operations) and Steve Crawford (College Court Director), and assigned to Minor Works team by Steve Parker.*

*Funding will have been agreed by Residencies/College Court before a project is assigned.*