**Request for major reconstructions and installations in laboratories and other premises at TEK**

1. *General operational tasks are reported directly to Technical Service via 8888@sdu.dk. In case of doubt, contact* [*TEK Building Committee*](https://sdunet.dk/en/enheder/fakulteter/teknik/praktisk-info-og-faciliteter/ombygninger-og-installationer)*.*
2. *Contact TEK Building Committee for major tasks that require reconstruction and/or installations that:*
* *Affect overall space utilization at TEK.*
* *Set requirements for, for example, ventilation, drainage, the building's supplies, etc.*
* *Affect the surrounding environment (e.g., due to noise, vibrations, emissions).*

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**Department:**

**Cost centre:**

***The request must be approved and signed by the Head of Department (see page 2).***

**Contact person** who coordinates the reconstruction/installation at the department:

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Name

E-mail address

Tel.

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**Room No.:**

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**Room type:**

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**Responsible for room, name:**

**Background and motivation:**

Why must the room be changed? Which needs must be covered?

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Will the room be used for teaching activities? Which subject? Size of the classes? How many lessons per week? How many new students on this education during the latest years?

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Will the room primarily be used for research projects? Which researchers will use it? Are there large external grants that entail the need for the reconstruction?

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Will the room be used for other purposes? Which purposes and how many users?

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When the reconstruction is done, then how will the room be used and what are the goals and benefits?

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**Interfaces and dependencies:**

Is the rebuilding linked to something else? Are there time dependencies/deadlines in relation to projects, other activities, or grants, etc.? Describe:

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**Health and safety:**

Has the reconstruction/installation been discussed with the working environment group? Has the safety in the room been handled, e.g., in relation to mechanically moving parts, electricity, chemicals, vapours, etc.?[[1]](#footnote-1) Describe:

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**Budget:**

Has an estimate of costs been made? Attach any price information from possible suppliers. Are there external subsidies or grants that can cover the purchase of equipment/devices? If advisers and consultants are to be used for the reconstruction/installation, this must be included in the budget. The entire process from concept to operation must be covered. Remember that the cheapest solution is not always the most economically optimal overall for SDU.

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**Sketches:**

If possible, include sketches that illustrate the ideas for the reconstructions/installations and the arrangement of the room/placement of equipment.

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Date:

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Head of Department, name:

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Head of Department, signature:

*This request form and relevant enclosures must be sent to the TEK Building Committee:*

*Kirsten Præstegaard,* *kip@tek.sdu.dk*

*Jesper Bergholdt Sørensen,* *jbs@sdu.dk*

*Susanne Pia Arnsted,* *suar@tek.sdu.dk*

**To be filled in by the TEK Building Committee:**

TEK Case Number:

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Other information can be found in the TEK Building Committee status list (at MS Teams).

1. Please note health and safety requirements when you acquire new equipment and/or materials. [↑](#footnote-ref-1)