

Approved by Rector's directive No 8 of 13.03.2024

In force from: 13.03.2024

Rules for Construction, Repair and Project Management Works of the Real Estate Office

1. General provisions

1.1 The Rules for Construction, Repair and Project Management Works of the Real Estate Office (hereinafter referred to as "Rules") establish the procedures for performing necessary repair and construction works, as well as for preparing, planning and prioritizing construction projects and procurements (hereinafter referred to as "**work order**") of the real estate belonging to Tallinn University of Technology (hereinafter referred to as "university").

2. Definitions

2.1 "real estate" means property consisting of buildings, structures and registered immovables belonging to and owned by the university;

2.2 "Real Estate Office" means the administrative and structural unit primarily tasked with the development and management of the real estate owned or used by the university, provision of logistics services, and maintenance of the university's other public assets with an aim to meet the needs of the university's main activities;

2.3 "development" means the execution of real estate construction, repair, and development projects in alignment with the university's Strategic Plan and objectives, as well as the evolving needs arising from the real estate situation;

2.4 "customer" means a representative of a structural unit of the university who submits proposals for construction, repair, or development works;

2.5 "work order" means a proposal for construction, repair, or development work that can be submitted by members of the university staff and that must be approved by the Real Estate Office;

2.6 "requirements for the construction, repair and development works of the Real Estate Office" mean more detailed requirements for the work of the Real Estate Office, based on the legislation regulating real estate maintenance and construction, as well as the requirements outlined in Annex 1 to this document;

2.7 "project" means a commissioned work with a defined scope and period, the purpose of which is to improve, preserve, furnish, change or transform the condition of premises, buildings, registered immovables and structures in line with the customer's needs;

2.8 "small-scale commissioned work" means small-scale commissioned work carried out under a simplified procedure, with a cost of less than 5,000 euros (including VAT);

2.9 "real estate fund" means an allocation made from the university's general fund during the budget period for real estate development. The use of the real estate fund is regulated by the Rules for the Management and Use of the Grant Fund, Teaching and Learning Development Fund, Real Estate Fund, IT Development Fund and the Fund of the Implementation Plan of the Strategic Plan;

2.10 "repair fund" means financial resources allocated for critical small repair works, which are collected from structural units against monthly internal invoices for premises rental, based on a fixed tariff per one square meter;

2.11 "real estate improvements register" (hereinafter referred to as "capital-repairs register") means a summary table of prioritised current and planned construction, repair and development works;

2.12 the financing for large-scale real estate development projects and environmental initiatives shall be approved annually by the Rector's Office in accordance with the 10-year action plan of the university's real estate development strategy, together with the approval of the university's budget strategy.

3. Parties, responsibilities, and tasks related to construction, repair, and development works of the Real Estate Office

3.1 The head of a structural unit (customer):

- 3.1.1 specifies the work order for construction, repair or development work with an aim to meet the needs of the unit's main activities;
- 3.1.2 is responsible for the content of the work order throughout the negotiations of the terms of reference and approves the work order along with the project manager of the Real Estate Office;
- 3.1.3 ensures that the customer checklist is completed (specifying together with the project manager of the Real Estate Office the details in Annex 2 if necessary);
- 3.1.4 determines the project metrics/key indicators together with the project manager of the Real Estate Office;
- 3.1.5 approves and signs the terms of reference together with the project manager of the Real Estate Office;
- 3.1.6 appoints the customer's and, if necessary, sectoral contact persons;
- 3.1.7 ensures the necessary resources (people, time, analyses) for the project;
- 3.1.8 is responsible for risk mapping and management.
- 3.1.9 If a construction, repair or development project involves multiple units, the owner is the head of the structural unit most affected by the construction, repair or development work, or the heads of the units may collectively agree on the owner's role among themselves.

3.2 The customer's project manager:

- 3.2.1 shall cooperate fully within the framework of the development project under the coordination of the project manager of the Real Estate Office;
- 3.2.2 formulates the objectives, prepares the spatial program and other essential specifications for the terms of reference and coordinates these with the users and the Real Estate Office; approves the project's work plan and other necessary documentation;
- 3.2.3 ensures that the results of the development projects under the responsibility of the structural unit are achieved within the stipulated time and budget and with the desired quality;
- 3.2.4 participates in the in negotiations, design and construction meetings at the invitation of the project manager of the Real Estate Office;
- 3.2.5 participates in user training conducted at the end of a development project.

3.3 A head of a division of the Real Estate Office

- 3.3.1 shall develop and update the division's work processes;
- 3.3.2 appoints a project manager for each work order;
- 3.3.3 allocates and ensures the necessary resources (people, time, analyses) for the project;
- 3.3.4 is responsible for ensuring that the orders of launched projects are successfully completed and shall regularly monitor the progress of the project(s);
- 3.3.5 coordinates the use of the approved budget resources with the head of the Real Estate Office;
- 3.3.6 is responsible for risk mapping and management.
- 3.3.7 If a project involves multiple divisions, the owner is the head of the division, the work processes of which are most affected by the project, or the heads of the divisions may collectively agree on the owner's role among themselves.

3.4 The project manager of the Real Estate Office:

- 3.4.1 represents the university in procurements;
- 3.4.2 is responsible for the successful outcome of the project;
- 3.4.3 manages the work process of the order in coordination with the owner of the work order;
- 3.4.4 describes and specifies the objectives of the customer's work order for the project;
- 3.4.5 signs the terms of reference with the customer,
- 3.4.6 forms a team for the project;
- 3.4.7 coordinates the implementation of the work in cooperation with the partners of the Real Estate Office;
- 3.4.8 prepares a schedule for the fulfilment of the work order, ensures that the order is fulfilled, and is responsible for the project implementation stages, regularly reporting and keeping the head of the division and the customer informed of the progress;
- 3.4.9 organises project-related communication between the university's employees and parties;
- 3.4.10 is responsible for ensuring that the project remains within the budget;
- 3.4.11 shall bring the project into conformity with the rules, standards and regulations;

- 3.4.12 is responsible for managing and updating the technical and project documentation in the work process;
- 3.4.13 organises the procurements necessary for project implementation and is the responsible person upon the performance of contracts;
- 3.4.14 is responsible for ensuring successful implementation of the project, risk management, monitoring, and reporting;
- 3.4.15 is responsible for the successful completion of the project and hands over the project together with the necessary documents (project documentation, maintenance manuals, user manuals, training) to the administrative, maintenance and security units and room users;
- 3.4.16 oversees the documentation and execution of all works throughout the warranty period; coordinates warranty inspections and oversees the execution and documentation of warranty-related work.

3.5 The responsible officer of the Real Estate Office:

- 3.5.1 is a responsible specialist in his/her field with the relevant professional competence;
- 3.5.2 prepares the terms of reference for the order and coordinates these with the project manager and head of division of the Real Estate Office;
- 3.5.3 participates in different projects as a member of the project team;
- 3.5.4 may also be appointed as project manager by a head of a division;
- 3.5.5 undertakes to regularly oversee the work throughout the project and to accept the work within his/her area of responsibility.

3.6 A partner (an external partner or a researcher from the university):

- 3.6.1 executes the orders approved by the project manager;
- 3.6.2 carries out work in compliance with the university's principles of real estate management and the requirements for real estate;
- 3.6.3 is responsible for achieving the agreed objectives; monitors the progress of the project, makes sure that the goals of the project are achieved by complying with the quality, time and budgetary objectives and takes preventive or corrective measures if necessary;
- 3.6.4 manages the risks associated with the implementation of the project;
- 3.6.5 makes sure that reports are submitted to the project manager in the agreed form;
- 3.6.6 delivers the work completed in the framework of the orders.

3.7 The steering group of the Real Estate Office:

- 3.7.1 consists of the heads of the divisions and the head of the Real Estate Office;
- 3.7.2 is responsible for prioritizing orders and projects and submits the budget proposal for construction, repair works and projects to the Rector's Office for approval;
- 3.7.3 shall adhere to legislation regulating the maintenance and construction of real estate;
- 3.7.4 performs other functions arising from legislation or tasks assigned by the area director.

4. Construction, repair and development works

4.1 Placing an order

- 4.1.1 A member of the university staff can place a real estate related order in the TalTech Help Center of the self-service environment.
- 4.1.2 An order is reviewed by the head of the division and an officer of the Real Estate Office. If necessary, the university's academic and support staff, as well as external specialists, when possible, are involved in the development of the solution.
- 4.1.3 An officer of the Real Estate Office prepares the terms of reference for the order, based on which it is determined whether the task is a small-scale commissioned work or a project, and obtains the approval of the head of the division.
- 4.1.4 The steering group of the Real Estate Office decides whether to accept or postpone an order.
- 4.1.5 Small-scale commissioned work, for which budgetary resources have been allocated, is carried out directly by a specialist in the field and the formal project procedure is not followed. However, compliance with building, technical, and design documentation requirements must still be ensured throughout these work processes.

4.2 Prioritising and planning orders

- 4.2.1 The construction, repair and development works that have been submitted by 1 December at the latest and that have been approved by the heads of divisions are prioritized first.

- 4.2.2 The Real Estate Office prioritizes orders primarily based on their alignment with the university's real estate development and maintenance plan, objectives, and needs.
- 4.2.3 The steering group of the Real Estate Office reviews the status, priorities, feasibility, schedules, and estimated costs of orders once a quarter. If necessary, adjustments are made to the orders, and the corresponding agreements and changes are documented accordingly.
- 4.2.4 The heads of divisions consolidate the orders in their field, including the budget allocations of the repair fund of the Real Estate Office, for the calendar year, which forms the basis for the initial budget proposal for real estate capital and repair work.
- 4.2.5 Based on prioritized orders, a list of works is planned for the following calendar year, which is coordinated with the heads of the structural units using the real estate.
- 4.2.6 The capital and repair budget proposal of the Real Estate Office is processed by the steering group of the Real Estate Office, who proposes amendments, if necessary. The head of the Real Estate Office submits the capital and repair work budget proposal to the Rector's Office for approval.
- 4.2.7 In the current year, additional works performed outside the capital and repair budget, financed by the structural units, are added to the capital-repairs register. The order of priority and timing of these works are determined by the head of the division.
- 4.2.8 Once the budget has been approved, the work commissioned from the Real Estate Office will be scheduled in the order the work will be carried out. The head of a division is responsible for the implementation of the budget within the scope of the work carried out in the division;
- 4.2.9 The head of a division shall appoint a project manager for a project that has received funding, who shall start planning the project.
- 4.2.10 Project managers plan the projects in cooperation with the heads of the divisions and specialists, taking into account the current projects.
- 4.2.11 The steering group of the Real Estate Office conducts a customer survey among university employees in November to assess the department's work in project execution.
- 4.2.12 The Real Estate Office publishes an overview of the current year's major projects on the university's intranet, which is updated twice a year, in February and June.
- 4.2.13 The Real Estate Office publishes annually an overview on the intranet of the expenditure of the real estate fund covered by the university's current year's budget.

4.3 Planning the work process

- 4.3.1 The project manager of the Real Estate Office cooperates with the customer to prepare the appropriate technical specifications for the orders in the TalTech Help Center, engaging experts from relevant fields and university researchers as needed.
- 4.3.2 A project schedule is prepared, and the estimated cost is calculated.
- 4.3.3 The head of the division approves the planned work process and obtains approval of the head of the Real Estate Office.
- 4.3.4 The head of a division makes a proposal for construction, repair, and/or development work, and the project manager of the Real Estate Office agrees upon the goals and measurable deliverables with the customer.
- 4.3.5 The project manager of the Real Estate Office, in cooperation with the head of the division, prepares the project plan of the Real Estate Office, which shall be approved by the steering group of the Real Estate Office.

4.4 Executing work projects

- 4.4.1 The project manager of the Real Estate Office conducts a procurement procedure in accordance with the university's Rules for Public Procurements, involving a procurement officer, if necessary.
- 4.4.2 The project manager of the Real Estate Office informs the customer and the staff of the structural unit of the customer of the project schedule.
- 4.4.3 The Real Estate Office keeps university staff informed about ongoing repair works and projects throughout the year by updating the real estate fund project list for the current year;
- 4.4.3.1 on the intranet.
- 4.4.3.2 More detailed information will be sent to the e-mail address juhiabid@taltech.ee;
- 4.4.4 The project manager of the Real Estate Office organises the award of procurement contracts.
- 4.4.5 The project manager of the Real Estate Office involves the necessary internal and external partners and specialists in the execution of the work order.
- 4.4.6 The project manager of the Real Estate Office regularly conducts meetings with the customer, specialists of the Real Estate Office, and the contractor based on the agreed schedule to review the progress of the work and assess implementation of the procurement contract.

4.4.7 Once a quarter, the project manager of the Real Estate Office provides the steering group with an update on project progress, detailing the current status, feasibility, and schedules of the projects. If necessary, adjustments are made to the orders, and the corresponding agreements and changes are documented accordingly.

4.4.8 At the end of a project, the project manager of the Real Estate Office organises transfer to the responsible specialists of the Real Estate Office, after which the project is delivered to the customer and the implementation documents are entered into the database of the Real Estate Office.

4.4.9 The interim and financial reports of the projects are signed by the project manager of the Real Estate Office, who obtains approval of the head of the division if necessary.

4.4.10 Once the agreed objective has been achieved, the project is considered to be completed.

Table of the processes of construction and repair work performed by the Real Estate Office

Stage	Input	Activity	Output	Executor	Place
Placing an order	emergency/problem	making a repair proposal;	repair proposal;	members of the university	TalTech self-service portal
	a proposal for construction, repair, or development work	processing, deciding and providing feedback on the proposal for construction, repair, or development work;	The proposal for construction, repair, or development work has been processed and decided upon.	head of the structural unit	JIRA Service Management
	a proposal and/or an order for construction, repair, or development work	preparing the terms of reference for an order for construction, repair, or development work	Compiled for a Jira order	project managers of the customer and the Real Estate Office	JIRA Service Management
	compiled in JIRA Service Management	approving an order for construction, repair, or development work	An order for construction, repair, or development work, incl. the terms of reference, have been approved.	project managers of the customer and the Real Estate Office	JIRA Service Management
Prioritising, planning	The order and terms of reference have been approved.	prioritising the order for construction, repair work and planning in cooperation with the customer and the head of the division	The order for construction, repair work has been prioritised.	project manager of the Real Estate Office	JIRA Service Management SharePoint
	The order for construction repair work has been prioritised.	preparation of a budget proposal for construction, repair work/proposing amendments	budget proposal for construction, repair work	head of the division	JIRA Service Management SharePoint
	budget proposal for construction, repair and development works	processing the budget proposal for construction, repair and development works	The budget for construction, repair and development works has been processed.	steering group of the Real Estate Office	SharePoint
	The budget of the Real Estate Office has been processed.	approving the budget of the Real Estate Office	The budget of the Real Estate Office has been approved	head of the Real Estate Office	SharePoint
	The budget of the Real Estate Office has been approved.	planning and prioritising construction, repair and development works	Real Estate Office's plan for construction and repair work	heads of the divisions of the Real Estate Office	SharePoint
Planning	Order	Preparing a technical specification	The technical specification has been approved.	project manager of the Real Estate Office	SharePoint

	Terms of reference	Planning	The work process has been planned.	project managers of the customer and the Real Estate Office	SharePoint
	Project plan	Approving the project plan	The project plan has been approved.	head of the division of the Real Estate Office	SharePoint, JIRA service Management
Implementing the projects	Compiling project materials	Determining and approving the financial volume of the project	The project, incl. the tender, has been approved.	project manager of the Real Estate Office	SharePoint
	Public procurement	Organising of the project procurement procedure	Awarding of a procurement contract	project manager of the Real Estate Office	Public Procurement Register (procurements exceeding the simple procurement threshold and procurement contracts awarded under the framework agreement), Delta
	A procurement contract (incl. the technical specification) has been awarded	Implementing the project	The work has been completed.	project manager of the Real Estate Office	SharePoint
	Completed work	Reviewing, surveying, bringing documents into conformity and uploading them to the database of the Real Estate Office	The database has been verified.	project manager of the Real Estate Office	SharePoint
	Delivering the project	Delivering the object and documents to the specialists and delivering the object to the customer. Documenting defects and additional work during the warranty period.	The object has been delivered.	project managers of the customer and the Real Estate Office	SharePoint
	Completed project	Signing a record of acceptance of work	A financial record confirming the acceptance of work/	project manager of the Real Estate Office	document management

			implementation has been signed		system DELTA, SharePoint
	A record of acceptance of work has been signed	Invoicing for work completed	E-invoice	head of the Real Estate Office	Fitekin purchase invoice management environment

Annex 1

Requirements for the work performed by the Real Estate Office

Requirements for documentation

1.1 General requirements for storing documents related to the construction projects executed by the Real Estate Office

1.1.1 Materials and essential documentation related to construction or technical equipment of a building are stored in the SharePoint environment managed by the Real Estate Office.

1.1.2 During implementation of the orders submitted to the Real Estate Office (hereinafter referred to as "order"), the documentation shall be recorded and/or updated in compliance with the requirements set out below.

1.2 Requirements for the orders for construction, repair work submitted to the Real Estate Office (hereinafter referred to as "order")

1.2.1 Orders are documented and processed in the JIRA Service Desk environment.

1.2.2 An order shall include the following information:

1.2.2.1 Content of the order (description of the problem or request);

1.2.2.2 Purpose of the order;

1.2.2.3 Financing source.

1.3 Requirements for the terms of reference of an order:

1.3.1 Orders are added to the JIRA Service Desk environment;

1.3.2 An order shall include the following information:

1.3.2.1 the structural unit (customer);

1.3.2.2 the project manager of the Real Estate Office;

1.3.2.3 the members of the team;

1.3.2.4 estimated budget/cost;

1.3.2.5 estimated completion date for the terms of reference;

1.3.2.6 estimated completion date for the works;

1.3.2.7 content of the order;

1.3.2.8 priority.

1.4 **Requirements for a project:** A project shall include the following information:

1.4.1 terms of reference;

1.4.2 the project's goal;

1.4.3 relevance of the project to the strategic goals of the university;

1.4.4 the expected results;

1.4.5 the description of required resources;

1.4.6 the initial project budget;

1.4.7 the actual cost;

1.4.8 the main milestones of the project.

1.5 Requirements for archiving order documentation in the JIRA, SharePoint and Delta environments

1.5.1 A task is created in Jira based on an order.

1.5.2 Communication related to commissioned work between the customer, sub-contractor or members of the team shall be documented in JIRA under the corresponding work or in the corresponding project folder in SharePoint.

1.5.3 Any of the following information related to an order shall be entered in the SharePoint environment in the form of a text, file or reference:

1.5.3.1 the parties involved in the order (the customer, the team, the sub-contractor and other relevant persons);

1.5.3.2 the materials created upon the preparation and conducting of procurements in Sharepoint;

1.5.3.3 framework and procurement contracts in Delta 12-1, the contracts folder of the Real Estate Office;

1.5.3.4 other legal documents or relevant materials;

- 1.5.3.5 if necessary, restriction on access to the materials shall be established in Sharepoint;
- 1.5.3.6 all digitally signed documents and correspondence are stored in the Delta environment;
- 1.5.3.7 procurement documents and instructions, including the draft contract, technical specifications (with project references and cost form), contract notice, Single Procurement Document form, eligibility criteria, and compliance criteria shall be entered in the Public Procurement Register;
- 1.5.3.8 documents related to the building permit/notice and use and occupancy permit/notice (project documentation, as-built documentation, building documentation (journals of building operations, minutes), reports, declarations shall be entered in the Building Register;
- 1.5.3.9 Servitude and personal right of use agreements shall be entered in Delta and SharePoint together with references.

1.6 Requirements for delivery - acceptance of works

- 1.6.1 For construction-related projects, the required tests shall be performed and measurements shall be taken. The results of the measurements must be saved in SharePoint.
- 1.6.2 The documentation created or updated in accordance with the requirements is a prerequisite for accepting work.
- 1.6.3 A record of acceptance of work shall be signed.

1.7 Requirements for the use of the financing sources and invoicing

- 1.7.1 Construction works are covered by the ÜLKAP financing source of the respective building.
- 1.7.2 Repair works are covered by the repair fund.
- 1.7.3 The repair fund does not cover staff costs, secondments or economic costs.
- 1.7.4 Maintenance-related costs are covered by the RENT financing source of the respective building.
- 1.7.5 A structural unit determines the financing sources for construction and repair works covered by the structural unit's financing sources.
- 1.7.6 Invoices shall be settled based on a contract and a financial record confirming the acceptance of work signed by both parties.

1.8 Requirements for storing documents:

- 1.8.1 contracts/agreements in series 12-1 — 10 years;
- 1.8.2 correspondence related to the management of administrative and economic activities in series 11-5 and 11-14 — 5 years.

The document retention periods are specified in the records classification scheme of Tallinn University of Technology.

https://portal.taltech.ee/wiki/show/et:teenused:dokumendi_ja_arhiivihaldus:main

Annex 2

Checklist for specifying an order, to be filled in by the head of the structural unit and the project manager of the Real Estate Office

Date:			
Person placing the order/head of the structural unit:			
Manager of the building:			
Contact persons	Structural unit	Contact details (phone, e-mail)	Link to a project

1. Key data of the project:

Project title: (specify the title, e.g. "reconstruction of the 3rd floor of building U03)	
1. Project's goal: Provide a brief free-format description of the goal, e.g. "reconstruction of the 3rd floor to create a modern learning and working environment")	
2. Desired due date for completing the construction work: (the desired due date for completing the work and the time period when the works are to be carried out)	
3. Replacement space for the period of the construction works: (Identifier of the building, room number, period. If not necessary, indicate it in the box.)	
4. Project stages: (Indicate whether you want to divide the project into stages , e.g. to separate the design and construction stages or to schedule the reconstruction of the premises over different time periods)	

<p>5. Existence of the draft plan/building design documentation: (indicate whether the building design documentation/draft plan exists. If there is a draft plan/building design documentation, attach it to the request).</p>	
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2. Financial resources:

<p>1. Financing source: (official identifier of the financing source. If different financing sources are used, list them all.)</p>	
<p>2. Available financial resources: (amount in euros, incl. VAT. If you want to include funds from different budget periods or sources, indicate the availability of funds by budget period and financing source)</p>	
<p>3. Budget applied for the budget: (indicate whether a budget has been drawn up for the project. Who drew up the budget and on what basis has it been drawn up. Attach the budget to the application).</p>	

3. Place of execution of work:

<p>1. Address of the building:</p>	
<p>2. Name and identifier of the building:</p>	
<p>3. Area of execution of work: (Specify the area where the work must be carried out. For example, if the work is to be performed in specific rooms, provide the room numbers. If the work covers an entire floor, stating the floor number is sufficient, etc.)</p>	

4. Expected types of work:

Specify in the table below whether the listed works need to be included in this project, and provide descriptions of the works:

TYPE OF WORK	SELECT YES OR NO	
	YES (the work is required)	NO (the work is not required)
<p>1. Changes to a floor plan (i.e. demolition of partitions and/or construction of new ones. Building or closing a window or door opening)</p>		
<p><i>*Fill in if you want to change the floor plan:</i></p> <p>1. List the rooms and describe how you want to unite or separate the rooms:</p> <p>.....</p> <p>.....</p>		

**Fill in if you want to build or redesign study stations:*

Room No Number of study stations Number of study station power sockets Number of study station network ports Description of the study station (e.g. a computer workstation or an auditorium workstation)

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5.6 Electrical works (e.g. if you want to add or replace electric sockets or update the lighting system)	YES (the work is required)	NO (the work is not required)
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**Fill in if you want to build or redesign a room's lighting solution:*

Room No Purpose of the room (e.g. a laboratory, an office, an auditorium) Reason for redesigning (e.g. insufficient room lighting)

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Fill in if you want to install or redesign electric sockets in a room and the work is not related to special equipment, audio-visual equipment, building of workstations or study stations:

Room No Devices that need electric sockets (e.g. a printer), insufficient number of sockets for new devices in the room Reason for redesigning (e.g.)

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5.7 Low voltage works: (this includes work related to data communications, security access control systems, fire alarms)	YES (the work is required)	NO (the work is not required)
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**Fill in if you want to install or redesign network sockets or Wi-Fi access points and the work is not related to special equipment, audio-visual equipment, building of workstations or study stations:*

Room No Devices that need network sockets (e.g. a printer) Reason for redesigning (e.g. insufficient number of network sockets or there are no Wi-Fi access points)

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5.8 Ventilation, heating and cooling works: (e.g. if you want to replace a radiator; there is no ventilation in the room)	YES (the work is required)	NO (the work is not required)
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**Fill in if you want to build or redesign your room's ventilation, heating, cooling solution:*

Room No Purpose of the room (e.g. a laboratory, an office, an auditorium) Reason for redesigning (e.g. there is no ventilation in the room)

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5.9 Water and sewage works: (e.g. if you want to add or remove a sink, a toilet)	YES (the work is required)	NO (the work is not required)
<p><i>*Fill in if you want to build or redesign water and sewage connections, install/replace sanitary equipment in a room:</i></p> <p>Room No Purpose of the room (e.g. a toilet, kitchen, shower room) The desired sanitary equipment and/or devices to be connected (e.g. a sink, water dispenser)</p> <p>.....</p> <p>.....</p> <p>.....</p>		
5.10 Interior finishing works: e.g. painting the walls, changing the floor covering)	YES (the work is required)	NO (the work is not required)
<p><i>*Fill in if you want to interior finishing work to be carried out:</i></p> <p>Room No Reason Desired flooring** Desired wall finish** Desired ceiling finish or suspended ceiling**</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>** The Real Estate Office makes the final decision regarding the selection of interior finishing materials based on cost-effectiveness. This involves the evaluation of the condition of the existing room interior, the room’s intended use, and the impact of other types of work on the current surface coverings.</p>		
5.11 Procurement of furniture	YES (the work is required)	NO (the work is not required)
<p><i>*Indicate whether you would like to procure new furniture through public procurement or utilize the existing furniture:</i></p> <p>Room No Desired furniture, quantity and description Existing/To be purchased</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>		
5.12 Moving services <i>(Indicate whether you need a moving service to move to a replacement space)</i>	YES (the work is required)	NO (the work is not required)
<p><i>*Fill in if you need a moving service:</i></p> <p>Identifier of the building and number of the room where to you are going to move Quantity and description of the furniture and equipment to be moved</p> <p>.....</p> <p>.....</p> <p>.....</p>		

