

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:

<p>Project title: (specify the title, e.g. "reconstruction of the 3rd floor of building U03)</p>	
<p>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")</p>	
<p>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)</p>	
<p>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.)</p>	
<p>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>	
<p>5. Existence of the draft plan/building design documentation:</p>	

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

1. Financing source: (official identifier of the financing source. If different financing sources are used, list them all.)	
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)	
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).	

3. Place of execution of work:

1. Address of the building:	
2. Name and identifier of the building:	
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.)	

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	
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)	YES (the work is required)	NO (the work is not required)
<i>*Fill in if you want to change the floor plan:</i> 1. List the rooms and describe how you want to unite or separate the rooms:		
2. Replacement of doors and windows: (i.e. replacement of doors or windows, reconstruction of existing openings)	YES (the work is required)	NO (the work is not required)

**Fill in if you want to replace doors and windows:*

1. Number of new doors:
.....
2. Door material (e.g. wood, metal, aluminium):
.....
3. Number of doors that need an access control system (card access system):.....
4. Number of windows to be replaced:
.....
5. Material of new windows (plastic, wood, aluminium, metal):
.....
6. Description of the work required for reconstructing the doors:
.....

3. Preparation for installation and/or installation of specific technology and laboratory equipment: (e.g. fume hoods, drying ovens, etc.)	YES (the work is required)	NO (the work is not required)
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** If it is part of a public procurement, please specify the following details for each device:*

Room No	Name of the device	Electric power consumption	Ventilation requirements
Water/sewer connections	Size, weight of the device		
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.....

4. Audio-visual equipment: (Presentation equipment in auditoriums, meeting rooms, e.g. projectors, a sound system, screens)	YES (the work is required)	NO (the work is not required)
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**Fill in if you want the equipment to be set up and/or purchased with installation included:*

Room No	Name of the device	Size, weight of the device	Requested connection (e.g. HDMI, network, USB). To be procured through public procurement or an existing device?
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5.5 Workstations and/or study stations to be built: (specify whether the workstations are to be built or redesigned)	YES (the work is required)	NO (the work is not required)
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**Fill in if you want to build or redesign workstations:*

Room No	Number of workstations	Number of workstation power sockets	Number of workstation network ports	Description of the workstation (e.g. a computer workstation or a laboratory workstation)
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.....
.....

**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. insufficient number of sockets for new devices in the room)
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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)
.....
.....
.....

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>		

