Does the work involve one or more of the following?
1. Change of the use of current space
2. Re-configuration of space
3. Likely to have more than one technical option
4. Require planning, building regulations or design considerations
5. Likely to cost more than £25k

Is the request to repair existing plant/fixed assets/infrastructure that is broken or not functioning?

Does the request relate to specialised plant support academic activity?

Are the works a request for a ‘reasonable adjustment under the Equalities Act’?

Does the request relate to a communal or core area eg. Stairwell, foyer, centrally bookable space, external space?

Does the request relate to Health and Safety?

Does the installation of New or Additional Services/ Modifications to fixed assets and/or Cosmetic improvements to space?