**MODIFICATION REQUEST FORM**

The University of Melbourne encourages its design consultants to innovate and to introduce new technologies and evolving best practice into projects. However, the Modification Request Form (MRF) must be used to obtain approval for any proposed change.

Consultants are encouraged to submit MRF’s at the earliest possible time. Consultants are advised that design work is not to proceed on the basis of a proposed modification until that modification has been approved.

Project Details:

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| --- | --- |
| Project Name |  |
| Project Number |  |
| Project Location |  |
| University Project Manager |  |

Requestor Details:

|  |  |
| --- | --- |
| Name |  |
| Company |  |
| Position |  |
| Contact Details |  |

Request Details:

|  |  |  |
| --- | --- | --- |
| Date of Request |  | |
| Design Standards Section |  | |
| Proposed Change |  | |
| Rationale for Change |  | |
| Cost Implications   * Capital * Recurrent * Life cycle |  | |
| Timeline Implications |  | |
| Operational Implications |  | |
| University of Melbourne Office Use Only.  Modification Request Number:  UoM Project Manager comments/recommendation:  UoM approval granted: ……Yes/No  Approved by:  Date: | |

Note: Please complete this form and email it together with any attachments to the University Project Manager