NUS National University of Singapore

Request for Building Plans / Building Related Information*

The applicant is required to :

1. Print and submit the completed form for approval
2. Please address the form to:

Office of Estate and Development
(Attn : Mdm Helen Yip, Space Information Unit)
Office of Estate and Development
2, Estate Office Drive # 02-04
Singapore 117587

Particulars of Requestor

Name : _____

Contact no : _____

E-mail address : _____

Designation : _____

Faculty / Department / Division / Section : _____

Information Required	Details
GFA	Blk No : _____ Level : _____ Rm No: _____
NFA	Blk No : _____ Level : _____ Rm No: _____
Building Plans	Services : Architectural / Structural / Aircon / Electrical / Fire – Alarm / Sanitary / Plumbing * Blk No : _____ Level : _____ Rm No: _____ Elevations : _____
Other Information	_____ _____ _____ _____ _____

Approved by Supervisor# : _____ _____

Name & Signature Date

Notes :
Form OED/FM15/02 will be applicable when the request needs a processing time of more than 2 hours.
Supervisor refers to Manager and above
* Delete where applicable