



ANNEX B – AD-HOC Task Request Form

SECTION 1: REQUEST FOR WORK

Title of Contract: Fire performance of cladding materials	
Task No: x	Contract No:
Task title: Xxxx	
Description of required work: <i>(as requested by DCLG Policy Lead or Contract Manager)</i> XXXX	
Required timescales: <i>(as specified by DCLG Policy Lead or Contract Manager)</i> XXXX	
Request made by:	Xxxx
Date:	XXXX

SECTION 2: CONTRACTOR’S RESPONSE

To be completed by Contractor’s Project Manager

Proposed work programme: Xxxx
Description of deliverables and delivery schedule Xxxx
Costs: Xx days FBE Band xxx, xxx



Cost £xxxx	
Provided by:	Xxxx
Date:	Xxxx

SECTION 3: ACCEPTANCE

To be completed by DCLG Contract Manager or other authorized officer

Name:	Xxxx
Position:	xxxx
Date:	Xxxx