



Quotation Request Form

Please complete and fax pages 1 – 10 to (02) 8212 5431

Your Details

Company Name	
Your Name	
Role	
Address / tenancy no.	
Phone	
Fax no.	
Email address	

General Info

Vacating premises date	
Required handover to owner date	
Size of tenancy (m2)	
Ceiling height (m)	
No. of columns (No.)	

General Info Continued:

Ceiling Type (please tick):

Grid Ceiling	<input type="checkbox"/>
Set Plasterboard	<input type="checkbox"/>
Vermiculite	<input type="checkbox"/>

Demolition

Demolition and removal of full height plasterboard/glazing partitions (approx 2.8m high)	<input type="checkbox"/>	Lm
Demolition and removal of full height masonry (brick) partitions (approx 2.8m high)	<input type="checkbox"/>	Lm
Demolition and removal of half height plasterboard partitions	<input type="checkbox"/>	Lm
Demolition and removal of half height masonry (brick) partitions	<input type="checkbox"/>	Lm
Demolish and remove doors	<input type="checkbox"/>	No.
Demolish and Removal of carpet and underlay	<input type="checkbox"/>	m2
Demolish and Removal of vinyl floor	<input type="checkbox"/>	m2
Demolish and Removal of timber floor	<input type="checkbox"/>	m2
Demolish and Removal of grid ceiling	<input type="checkbox"/>	m2
Demolish and Removal of set ceiling	<input type="checkbox"/>	m2
Demolish and Removal of workstations	<input type="checkbox"/>	No.
Demolish and Removal of floor tiles	<input type="checkbox"/>	m2
Demolish and Removal of wall tiles	<input type="checkbox"/>	m2
Demolish and Removal of joinery	<input type="checkbox"/>	Lm
Demolish and Removal of signage	<input type="checkbox"/>	No.

Demolish and Removal of asbestos (please tick):

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>
Unsure	<input type="checkbox"/>



Demolition Continued:

Additional Notes:

Cleaning

Full Internal clean required, excludes carpet and window cleaning (please tick)

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

Include carpet steam cleaning (please tick)

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

Include Windows and glazing (please tick)

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

Additional Notes:

New Partitions / Doors

Full height plasterboard partitions (including aluminium skirting)		Lm
Half height plasterboard partitions (including aluminium skirting)		Lm
Full height aluminium framed glass partitions		m2
Half height aluminium framed glass partitions		m2
Supply & install new aluminium framed glass door (incl hardware and aluminium door frame)		No.
Supply & install new solid MDF door (incl hardware and aluminium door frame)		No.

Additional Notes:

Floor Finishes

Supply and install new commercial carpet		m2
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Please tick method:

Direct Stuck	<input type="checkbox"/>
Conventional	<input type="checkbox"/>
Dual Bond	<input type="checkbox"/>



Floor Finishes Continued:

Additional Notes:

Ceilings

Supply and install new set plaster board ceiling		m2
Supply and install new grid ceiling		m2
Supply and install new grid tiles		m2

Please tick type:

Vinyl	<input type="checkbox"/>
Metal	<input type="checkbox"/>
Non Standard	<input type="checkbox"/>

Straightening of grid required (please tick):

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

Additional Notes:



Painting

Painting to walls		Lm
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Painting to ceilings (please tick):

Yes	<input type="checkbox"/>	m2
No	<input type="checkbox"/>	

Painting to columns (please tick):

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

Painting to doors		No.
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Additional Notes:



Services (for advanced users)

Note for services: If you are unsure of any answers to questions in the remainder of the form please omit them and makegoods.com.au will confirm details onsite.

(Alternatively call 02 9114 6007 for assistance)

Electrical

Remove and make safe power outlets (GPO's)		No.
Remove and make safe data outlets		No.
Remove and make safe light switch		No.
Remove and dispose of ducted skirting		Lm
Supply and install new power outlets (GPO's)		No.
Supply and install new double data outlet		No.
Supply and install new troffer lights		No.
Supply and install new down lights		No.
Supply and install ducted skirting		Lm
Supply and install new tenancy sub board		No.
Supply and install spit fires (Emergency Lights)		No.
Supply and install emergency exit signs		No.
Supply and install new light switch		No.
Remove and make safe security system		No.

Additional Notes:

Fire Services

Remove and make safe sprinkler. <i>(Must be in every enclosed room and corridor if sprinklers exist on floor)</i>		No.
Remove and make EWIS Speaker <i>(Must be heard throughout tenancy)</i>		No.
Remove and make safe Smoke Detector <i>(Must be in every enclosed room and corridor if sprinklers & must be one in every enclosed room and corridor)</i>		No.
Relocate Sprinkler including pipework <i>(Must be in every enclosed room and corridor if sprinklers exist on floor)</i>		No.
Relocate EWIS Speaker <i>(Must be heard throughout tenancy)</i>		No.
Relocate Smoke Detector <i>(Must be in every enclosed room and corridor if sprinklers exist on floor & must be one in every enclosed room and corridor)</i>		No.
Supply and install new Sprinkler head includes pipe work <i>(Must be in every enclosed room and corridor if sprinklers exist on floor)</i>		No.
Supply and install new EWIS Speaker <i>(Must be heard throughout tenancy)</i>		No.
Supply and install new Smoke Detector. <i>(Must be one in every enclosed room and corridor)</i>		No.

Additional Notes:

Hydraulics (plumbing)

Remove and make good kitchenette		No.
Supply and install new Kitchenette		No.
Disconnect and remove Hot water Heater		No.
Supply and install new hot water heater		No.

Additional Notes:

Mechanical (Air Conditioning Systems)

Remove and make safe air outlets		No.
Remove and make safe return air grilles		No.
Remove and make safe temperature sensor		No.
Remove and make safe control pad		No.
Relocate Air outlets		No.
Relocate Return Air Outlets		No.
Relocate temperature sensor		No.
Relocate control pad		No.
Supply and install new Air outlets		No.
Supply and install new Return Air Outlets		No.
Supply and install new temperature sensor		No.
Supply and install new control pad		No.



Mechanical Continued:

Additional Notes:

Definitions


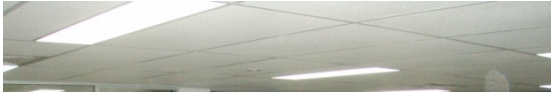
Measurement terms:

Lm = lineal meter







M2 = meter squared

No. = number






Ceilings

<p>Set ceiling – Flat continuous plaster board ceiling with no separations.</p>	
<p>Grid ceiling – A typical grid ceiling consists of a grid-work of metal channels in the shape of an upside-down T, suspended on wires from the overhead structure, filled with lightweight tiles or panels.</p>	
<p>Grid tiles – Light weight tiles used to infill grid ceilings.</p> <ul style="list-style-type: none"> ○ Vinyl ○ Metal ○ Non standard size 	



Electrical

<p>GPO's – General power outlet can come in double, triple or quad.</p>	
<p>Data – Data outlet used for telephones and connections to computers.</p>	
<p>Ducted skirting – Hollow rectangular skirting used to conceal electrical and data conduit. Usually made from aluminium.</p>	
<p>Troffer lights – Rectangular light fitting commonly used in offices with fluorescent lighting tubes.</p>	
<p>Down lights</p>	
<p>New sub board – Tenancy sub board that houses circuit breakers and RCD's</p>	

Fire

<p>Spit fires – Emergency light, with battery backup which activates in a power failure.</p>	
<p>Emergency exit signs – illuminated signage which clearly marks parts of egress from a building, with a battery backup which activates in a power failure.</p>	
<p>Fire sprinkler - is part of a fire sprinkler system that releases water when the effects of a fire have been detected.</p>	
<p>EWIS Speaker – Emergency speakers which announces fire instructions.</p>	
<p>Smoke Detector - Is a device that detects smoke and issues a clear signal.</p>	


Mechanical

<p>Air outlets – Also referred to as diffusers are vents in the ceiling where air conditioned air is released.</p>	
<p>Return air grilles – Are used as an intake point for fresh air that is then processed by the air conditioner unit.</p>	

Floor finishes

<p>Direct stuck method</p>	<p>When the carpet is directly glued to the substrate usually concrete only. This method does not include underlay and is not recommended for uneven or broken surfaces.</p>
<p>Conventional method</p>	<p>When the carpet is installed on underlay and secured using smooth edge around the perimeter. This method is not recommended for high traffic areas and is not commonly used in commercial applications.</p>
<p>Dual bond method</p>	<p>When the carpet is glued directly to the underlay and the underlay glued directly to the substrate. This method is most common for commercial applications.</p>

New Partitions / Doors

<p>Aluminium framed glass partitions</p>	
<p>Plasterboard partitions</p>	<p>For more information on plasterboard walls please visit www.gyprock.com.au</p>

<p>Solid MDF door</p>	
<p>Aluminium framed glass door</p>	
<p>Masonry (brick)</p>	<p>Common brick/concrete block wall</p>

Workstations -

