


CHANGE REQUEST FORM FOR SECURITY SERVICES

SECTION A: CHANGE REQUEST DETAILS		
To be completed by requester		
CR Number	JTC-CR-2018SEP-03	
Type of CR	<input checked="" type="checkbox"/> Addition <input type="checkbox"/> Reduction <input type="checkbox"/> Relocation <input type="checkbox"/> Others	
Requirements	<input type="checkbox"/> Security <input type="checkbox"/> Facility Management <input checked="" type="checkbox"/> Estate Management	
Requesting Division	FEM/EM	
Requesting Officer	Aster Law, Manager	
Contact No.	85711369	
Date Submitted	24/09/2018	
Date Required	15/10/2018 (or soonest possible)	
Priority	<input type="checkbox"/> Normal <input checked="" type="checkbox"/> High	
Description of Change	<p>Address: Jurong Eco Garden Location: near to Thaw Kwang side gate Duration of Service: To the end of the existing contract</p> 	
Reason for Change	Current CCTV does not cover this area	
Site Survey¹	27/09/2018, 9am	
Personnel for Site Survey	<input checked="" type="checkbox"/> CR Requester <input checked="" type="checkbox"/> Oneberry Operations <u>Support</u> <input type="checkbox"/> SD POC <input checked="" type="checkbox"/> FM POC <input type="checkbox"/> EM POC <input type="checkbox"/> FMC	
FMC Contact	Name	Nabil
	Company	SMM Pte Ltd
	Contact No.	91083607
	Email	nabil.kamsir@surbanajurong.com

¹ Not required for removal of services
 Updated 20 June '18 (version 1.0)

Remarks	<Additional information>
Endorsing Officer ²	Chew Siang Heng/ADES

² Attach endorsement email with CR submission