

# Clutha District Council

## BCA Improvement Request

Instructions: -

- Fill in the Improvement Request form
- Tear out the top copy, and give to Building Manager for review
- Building Manager will file the Improvement Request form if it is not approved, or assign it to a staff member for action if approved
- Once actioned, the Improvement Request form will be filed
- Before the Annual Review of the BCA Manual, the file will be checked against this book, to see that all Improvement Request forms have been Reviewed by the Building manager, actioned if approved, and filed appropriately.