

# ABERDEEN BLIND COMPANY

ESTABLISHED 1952

32 Esslemont Avenue  
Aberdeen  
AB25 1SP  
Tel: 01224 637609  
Fax: 01224 631172  
Email: sales@aberdeen-blinds.co.uk

42321

CUSTOMER ORDER No.

Cust: NHS  
Addr: MANAGEMENT TEAM OFFICES  
MATERMIR BUILDING  
MARGOT URQUHART  
Tel. h:  
Tel. work:  
mobile: ~~07894449595~~  
email:

DATE MEASURED/ORDERED  
28/Sept/21

CURTAINS	
PLEATED	
ROLLERS	
ROMANS	
SHUTTERS	
VENETIAN	✓ 1-3
VERTICALS	
VISION	
WOODEN	

		AM PM (MEASURING TIME)		P/CUST
MON				NET
TUE				PRESS
WED				RADIO
THU	✓	2-5		MAG.
FRI				VAN
		AM PM (FITTING TIME)		RECC.
MON				SHOP
TUE				TV
WED				YELL P
THU				OTHER
FRI				

## ALL BLINDS TO BE PAID FOR AT TIME OF FITTING

Room	Width	Drop	Slat Size	Colour	Control LH or RH	Fitting Height	Any other Instructions	Price
5	1010	1355	89	AVC Wains	RH			
6	1005	1352	↓	↓	RH			
				Wains Co				

alum	anthracite	black	brown	champ-gold	chrome	silver	white	recess size	motorised	wood fix	stone fix	brackets top	face
								✓	✓				5'

measured by	fitted by	date	CASH	CHEQUE	SPREE
			INVOICE	CARD	

ALL BLINDS MANUFACTURED AFTER 1<sup>ST</sup> APRIL 2014 MUST COMPLY WITH NEW CHILD SAFETY LAWS. SAFETY DEVICES SUPPLIED WITH GOODS MUST BE FITTED BY US AT THE TIME OF INSTALLATION. REFUSAL TO ALLOW A SAFETY DEVICE TO BE FITTED WILL RESULT IN THE BLINDS NOT BEING INSTALLED. UNDER THE TERMS OF THIS CONTRACT YOU WILL BE LIABLE TO ACCEPT DELIVERY AND PAY THE FULL AMOUNT. I have ordered the above goods and agree to pay 50% deposit and the remaining balance on the day of fitting. If payment is not made in full at that time Aberdeen Blinds has the right to remove the goods until full settlement is made. Title of the goods does not pass to the customer until payment has been made in full. Declaring that there shall be no liability for normal damage occasioned by such removal.

TOTAL PRICE	£	To Be Confirmed	Special Instructions
DEPOSIT	£	PRICE ACCEPTANCE	
BALANCE	£ 226.40	Customer's Signature	



## PURCHASE ORDER: NFE11072906

<b>Buyer</b> NHS GRAMPIAN SUMMERFIELD HOUSE EDAY ROAD ABERDEEN, GRAMPIAN AB15 6RE United Kingdom	<b>Order Date</b> 22 Sep 2021	<b>Invoice To</b> NHS GRAMPIAN FINANCE DEPARTMENT, WESTHOLME, WOODEND QUEENS ROAD ABERDEEN, AB15 6LS United Kingdom
<b>Supplier</b> Aberdeen Blind Company 32 Esslemont Avenue Aberdeen, 75450 Sweden	<b>Order Contact</b> Name: Shona Battensby Phone: 07876258954 <a href="mailto:shona.battensby@nhs.scot">shona.battensby@nhs.scot</a>	<b>Delivery</b> Shona Battensby NAGDENGINEERING MILE END WORKSHOP ESTATES C/O CENTRAL STORES Foresterhill ABERDEEN, GRAMPIAN AB25 2ZD United Kingdom

### Delivery Information

<b>Order Type:</b>	Direct Ship
<b>Carrier:</b>	Best Way -Normal Delivery
<b>FOB - Delivery Terms:</b>	Delivered -Allowed

### Payment Information

<b>Customer Number:</b>	Not Known
<b>Payment Terms:</b>	Net 30

Line	Item Type	Item No	Manufacturer No	UOM	Pack Size	Qty	Unit Price	VAT Type	Extended Amt
	Description (Line Comments)								
1	Non-Catalogue	unknown		Each		1	£226.00	SI	£226.00
	To supply and fit 2 x no. vertical blinds to Room 5/6 AMH Management Team Offices requested by Margot Urquhart. (Call off against NHS Grampian Measured Term Contract Framework and agreed rates therein)								
<b>Total Extended Amount:</b>									£226.00

### VAT Types

Key	Description
SI	SI - STD IRRECOVERABLE

### Terms & Conditions of Purchase:

- This Purchase Order is subject to NHS Scotland Standard Conditions of Contract for the Purchase of Goods or Services.
- The prices detailed in this Purchase Order are fixed and firm for the duration of this order and not subject to any escalation.  
If the Supplier finds any discrepancies, ambiguities, or contradictions between various parts of this Purchase Order, or any errors or omissions, the
- Purchaser shall be immediately informed in writing. Any work performed after such discovery, until authorised in writing by Purchaser, will be at the Supplier's risk and expense.
- Payment shall be effected within 30 days from receipt of a satisfactorily rendered full and correct invoicing documentation and fulfilment of supplier's obligations under this Purchase Order, unless agreed otherwise between Purchaser and Supplier.  
Packages containing fragile articles must be packed with special precaution against risk of breakage and marked "fragile - handle with care". Supplier is responsible for suitable inner packing and wrapping of items. Supplier is responsible for the identification of any hazardous materials, which may be included with delivery of goods. Delivery must be made in strict accordance with the Health and Safety at Work Act 1974 and all sub ordinate legislation such as Control of Substances Hazardous to Health Regulations (COSHH) and Manual Handling Regulations latest revisions.
- Goods must be received between 0900 and 1530 hours Monday to Thursday; and 0800 and 1500 hours Friday. The Purchaser shall not be responsible for any costs for re-delivery of goods as a result of delivery being made out with these receiving hours.

Aberdeen Blind Company

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**From:** Aberdeen Blind Company <steven@aberdeen-blinds.co.uk>  
**Date:** Monday, September 6, 2021 7:26 AM  
**To:** sales@aberdeen-blinds.co.uk  
**Subject:** Fwd: Fw: project request blinds  
**Attachments:** Blinds AMH 2.pdf

Hi please print off email and attachments

Steven Nimmo  
07740851162

Aberdeen Blind Company

----- Forwarded message -----

From: "Shona Battensby (NHS Grampian)" <shona.battensby@nhs.scot>

Date: 2 Sep 2021 12:00

Subject: Fw: project request blinds

To: Steven Nimmo <steven@aberdeen-blinds.co.uk>

Cc: "Margo Urquhart (NHS Grampian)" <margo.urquhart@nhs.scot>

Morning Steven,

Hope you are well.

Please find attached request for blinds. I would be grateful if you could contact Margo Urquhart (01224 553345) to arrange access for measuring for costing purposes.

I will be on leave for the next couple of weeks but will action on my return as necessary.

Thanks

Regards

Shona Battensby  
Project Manager  
NHS Grampian  
Project Team  
Facilities Directorate  
Foresterhill  
Aberdeen

**Please note my part time hours  
Monday - Thursday mornings**

Tel: 01224 550775

Mob: 07706476091

New E-mail: shona.battensby@nhs.scot


# NHS Grampian Estates

Project No:
<b>X24080</b>

Office Use Only  
Use Only

Sent to G Watt - 02/09/21

Office

## PROJECT BUDGET COST REQUEST FORM

Site: Foresterhill		Brief Description of Job: Supply and fit 2 x window blinds		
Building: AMH				
Ward/Dept: Management Team				
Site Contact:	Name: Margo Urquhart	Tele No: 01224 553345		
Email Address: margo.urquhart@nhs.scot				
Types of costing: R = Rough Cost +/- 25%, E = Estimate +/- 20%, Q = Quotation +/- 0%				
Type of Cost Required	Deadline for Costing	Date Received	Costed By	Date Returned
Q				

Office use only

Requested by: MARGO URQUHART <i>Name in Block Capitals</i>	Signature: <i>Margo Urquhart</i>	Date: 31.08.21
Service / Support Manager's approval for pricing: <i>Name in Block Capitals</i> LINDA BEATON	Signature: <i>Linda Beaton</i>	Date: 31.08.21

Description of requirements including (if possible) Plan / Location:

Supply and fit blinds to window in Room 5 and in Room 6 on 1<sup>st</sup> floor Aberdeen Maternity Hospital. Rooms are accessed from Stairwell D in AMH.

Rm 6 1005 x 1355 m (113)  
 Rm 5 1010 x 1352 m (113)

*BTH* FACE PRX 127mm / WIND CO AN

If more space required please use reverse

If authorised to proceed prior to receiving cost please Sign and Supply Financial Code

Authorised by: <i>Name in Block Capitals</i> <i>Linda Beaton</i>	Signature: LINDA BEATON	Date: 31/8/21
Financial Code: N22027 309		

# HAI-SCRIBE

## Risk Assessment Applied to Maintenance/Minor Project Work Activities

Hospital Site:	Foresterhill	Ward or Department:	AMH Management Team	Location or Room:	Office 05/06
Description of Activity:	Supply and fit 2 x no. Vertical blinds	Date:	22/9/21	Works Docket Ref:	P120024157

**Risk Assessment Criteria:** (See Infection Control during Construction, Refurbishment, Decommissioning, Disinvestment, and HAI Contractors Guidance Document)

Patient Risk Group:	<u>G1</u>	G2	G3	G4	Maintenance Activity Type:	T1	<u>T2</u>	T3	T4	Precaution Class:	C1	<u>C2</u>	C3	C4
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e.g. **Class II** – Approval and signing of this form from the Ward/Nurse Manager is required. The activity can then be carried out using the Class II precautions. **Class will vary according to agreed assessment. Always consult with IPCT if Precaution class is C3/C4**  
**Adhere to NHSG Hand Wash Procedure at all times while in duration of task.**

### Additional Hazards Information:

	Additional Hazards Identified	Who is at risk	What actions are required to be taken to minimise the risk
1			Please tick in left hand box from list below
2			Please tick in left hand box from list below

	Put up barriers / bollards / Doors in place to prevent access to work area to segregate works.
X	Put dust covers over equipment that is near or below work area.
X	Shadow vac drilling & removal of signs with HEPA vacuum cleaner
	HAI-Scribe enclosure / partition. Fit temporary enclosures to contain work activity if near clinical activities or potential staff / patient / public exposure (e.g. zipped polythene or rigged board / panelled structure). Must be appropriately sealed (top, base and edges etc).
	Place dust / tac-mat at any entrance / exit of the identified area.
X	Execute work activity by methods to minimise raising dust.
X	Remove all waste material within a sealed bag or container on completion of session and / or completed work.
X	Thoroughly clean work area on completion with HEPA vac and wet wipes, do not leave area until dry. (contractor level clean)
X	Domestic level clean (undertaken by Facilities domestic personnel) Prior to commencement of clinical use etc.
	Contaminated PPE including foot wear to be removed or placed in sealed bag prior to exiting sealed enclosure on completion of session and / or completed work.
X	Ensure operatives wear face coverings and adhere to social distancing as far as possible during work procedures

### Sign Off Details: Agreed that the maintenance task/project activity can proceed.

Estates Person: Shona Battensby	Signature: <i>Shona Battensby</i>	Date: 22/9/21
Manager: Margo Urganhart	Signature: <i>Margo Urganhart</i>	Date: 22.09.21
Contractor: Steven Nimmo/ABC	Signature: <i>Steven Nimmo</i>	Date: 23/09/21
If Required IPCT:	Signature:	Date: