

Estates Service P/252407-1
Helpdesk
Number

REPORTED DATE: 19 Feb 2026 15:56

COMPLETION DATE: 31 Mar 2026 15:56

COST CENTRE: DE3224

ACCOUNT
CODE:

600B6340

PRIORITY: MTC4 - Planned (21 Days)

Please use these numbers in all correspondences and invoices

LOCATION: Laurelhill House
Laurelhill House - Main Building

REPORTER: PHILIP

REPORTER TEL: 0

REPORTER EMAIL: PHILIP.MCMASTER@SETRUST.
HSCNI.NET

ADDRESS: Laurelhill House
1A Ballymacash Park
Lisburn
BT28 3EX

ORIGINATOR: Philip McMaster

ORDER TYPE: Reactive - Repairs & Defects

ORDER PREFIX: P

CATEGORY: MISCELLANEOUS/MISCELLANEOUS

ESTIMATED COST:

Scheme No: 25EST003 - Laurelhill House
Refurbishment

PROBLEM: Please carry out works as per quote on job no 243594 for refurb of bedrooms 33-36 & 38
Please carry out works as per quote on job no 243594 for refurb of bedrooms 33-36 & 38
Remove all furniture and flooring. Fit new fitted furniture, flooring, paint, new lights etc

ASSIGNED TO: Killowen Contracts Ltd

ATTENDANCE DETAILS

INVOICE INFORMATION

DATE: _____

TIME ARRIVED ON SITE: _____

TIME LEFT SITE: _____

ORGANISATION TO BE INVOICED:

Changes to Work

Client Name:

Client Signature:

Operative Name:

Operative Signature:

NOTE TO CONTRACTOR