



# Property Help Desk Expedite

CONTRACTOR COPY - PHD REF. 363486

If you have any queries please contact: Property Help Desk Tel. 03000 267890

<b>TO</b> Baileys Blind Co. Ltd., Unit 8 Jupiter Court Orion Business Park Tyne Tunnel Trading Est. North Shields NE29 7SE	<b>SITE</b> VILLA REAL BUSINESS CENTRE UNITS 1-13 AND OFFICES A-D AND COMM CONSETT BUSINESS PARK, WERDOL WA CONSETT CO. DURHAM DH8 6BP
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<b>ORDER NO.</b>	LP 00752555 BS	<b>TEL.</b>	01207 693900
<b>DATE</b>	11/11/2020	<b>PROP REF.</b>	40005 / 030653
<b>PRIORITY</b>	Routine	<b>CONTACT</b>	John Egan - Support Officer - 01207 693901

**PLEASE SEND INVOICES TO:**  
Accounts Section, Design Services, County Hall, Durham DH1 5UQ

**LOCATION** Pod Office D

**DESCRIPTION** Pod Office D - The mechanism to open the blinds is not operating correctly

ORDER DATE 21/10/2020  
xpedited 11/11/2020 11:03: Order expedited 09:56 11/11/2020 by John Egan - Can you please give some idea as to when the contractor will attend site.

Pod Office D - The mechanism to open the blinds is not operating correctly and the blinds will not open.

\*\*\* PLEASE REFER TO ASBESTOS MANAGEMENT PLAN ON SITE PRIOR TO CARRYING OUT ANY REPAIRS/ALTERATIONS.  
\*\*\* IF THIS IS NOT AVAILABLE PLEASE CONTACT THE ASBESTOS MANAGEMENT UNIT ON 03000 261217 BEFORE PROCEEDING WITH ANY WORKS.

18 m. 2-4pm.