







# Property Help Desk Order

CONTRACTOR COPY - PHD REF. 390435

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

**TO** Baileys Blind Co. Ltd.,  
Unit 8 Jupiter Court  
Orion Business Park  
Tyne Tunnel Trading Est.  
North Shields  
NE29 7SE

**SITE** SEDGEFIELD BRANCH LIBRARY  
FRONT STREET  
SEDFIELD  
STOCKTON-ON-TEES  
CLEVELAND TS21 3AT

**ORDER NO.** LP 00784081 BS

**TEL.** 03000 269521

**DATE** 24/02/2022

**PROP REF.** 0950 / 054341

**CONTACT** Katie Burkill - Assistant Duty Library  
Officer - 03000269521

**PRIORITY** Routine

**PLEASE SEND INVOICES TO:** [accountsandcontracts@durham.gov.uk](mailto:accountsandcontracts@durham.gov.uk)

**LOCATION** Junior Library

**DESCRIPTION** Carry out work as per your quotation 351871, dated 20/01/2022

Attend site to carry out work as per your quotation 351871, dated 20/01/2022.

To supply and fit new Vertical, Guardian White blinds in the Junior Library.

Opening hours (Covid - check website)

Monday - closed

Tuesday - closed

Wednesday 9.30am - 12.30pm

Thursday 10.00am - 6.00pm

Friday 1.00pm - 7.00pm

Saturday 9.30am - 12.30pm

\*\*\* 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.