

Call Log Reference 57246 Detail Report

5247

From Stef Fio of

Taken By

Comment/Fault

Brief Description Lower School Class room 5 and Printer room

Location Teaching Blocks, Russell Dore Lower School

Priority Cat 2 - Important

Space F13 Classroom 5

Date Received 25/10/2022 10:09:43

Action Required There is a Broken Window blind in Classroom 5. There is also another broken window blind in the printer room. Thanks.

Referred To Estates Helpdesk

Action Complete Date 00/00/00

Related Calls

Call Ref	Date	Time

↓ 1180 x 1530 Bls LU Roller

Works Orders

WO No.	Service Provider	Cost
		£0.00

on Royal blue B/OUT

Diary

Date	Notes

PLEASE COMPLETE RISK ASSESSMENT OVERLEAF PRIOR TO STARTING WORK.

Date		
Name of Staff: 1. 2. 3. 4.	Hours on Job: 1. 2. 3. 4.	
Follow up/additional work required:		
Supervisor Visits		
Date:	Time:	Signature:

The purpose of supervisory visits are to: Check welfare of staff; ensure RA's and SSoW's are being followed; ensure correct PPE is being worn/used; ensure equipment/ machinery is being used safely; ensure correct and appropriate materials are being used