

20/11/2023 15:01:29 UTC

**WORK ORDER#: R7119877**

**Customer**

**Requestor's Name:** Neil McDonald

**Requestor's Phone:** 01413304540

**Customer Level:** University of Glasgow - FM Zone 4

**Contract:** University Of Glasgow | UKUOG / CA003922

**Building:** ST ANDREWS BLDG

**Floor:** ALL AREAS

**Area:** 510ALL - ALL AREAS

**Location w/i Area:** ROOM 425B AND NOT 425 AS IT SAYS ON JOB SHEE

**Notes**

**Dispatcher Name:**

**Dispatcher Phone:**

**Job Instructions**

**Target Response on Site:** 26/11/2023 12:51:28 UTC

**Priority:** P4

**Target Completion:** 26/11/2023 12:51:28 UTC

**Billable:** NO

**Problem Description:** Windows / Blinds / Curtains / Window Furniture:>HD.2023110891.1

Date Created:21/11/2023

Originator Surname:SUSAN WHITE

Originator Telephone Extension:07803933764

Originator Email:SUSAN.WHITE@GLASGOW.AC.UK

Department:40200000 - SCHOOL OF EDUCATION

Location:0425 - CIRCULATION AREA - ST ANDREWS BUILDING - GILMOREHILL CAMPUS

Description of Enquiry:BUILDING FABRIC - OTHER - PLEASE PROVIDE DETAILS PLEASE NOTE THE OFFICE ROOM NUMBER IS 425B (NOT AVAILABLE ON DROP-DOWN MENU) REQUEST IS FOR OUR ROLLER WINDOW BLINDS TO BE LOOKED AT DUE TO THE BLINDS CATCHING ON THE ROLLER AT THE TOP BRACKET AT WINDOW CAUSING THE BLINDS TO FRAY AT THE EDGE

**Work Summary**

**Company Name:**

**Technician Name:** University of Glasgow Helpdesk

**Start:**  
(Date/Time):

**End:**  
(Date/Time):

**Work Performed:**

**PARTS USED:**  
Qty,brand,model,serial#,cost

*Handwritten notes:*  
1650 X2900  
RM FN 3900  
PVC WHITE  
E312

**Additional Technician Name (s):**

**Start:**  
(Date/Time):

**End:**  
(Date/Time):

**Work Performed:**

**Notes**