



Property & Facilities

Issue Date: 28/11/2024  
11:52

External Work Order (Reactive)

Work Order No: 200716.01

<b>To</b>	<b>Goldcrest Furnishings</b>	<b>From</b>	<b>Edinburgh Napier University</b>
<b>Address:</b>	Unit 10 SPRINGKERSE TRADE PARK CRAIGLEITH ROAD STIRLING FK7 7GN	<b>Address:</b>	Property & Facilities Service Desk Sighthill Campus Sighthill Court Edinburgh EH11 4BN
<b>Tel</b>	01786 447647	<b>Tel:</b>	0131 455 5000
<b>Fax</b>		<b>Email:</b>	<a href="mailto:FacilitiesServicedesk@napier.ac.uk">FacilitiesServicedesk@napier.ac.uk</a>
<b>Email</b>	mark@goldcrestfurnishings.co.uk, leah@goldcrestfurnishings.co.uk		
<b>Location Details</b>			
<b>Building:</b>	Merchiston Site, Merchiston		
<b>Address:</b>	10 Colinton Road		2 CHAIR @ 1200 E90
<b>Room:</b>	Edinburgh EH10 5DT C96		Low @ 990 x 1600 RN FU 2600 E148
<b>Details of Fault/Work Request</b>			
<b>Priority:</b>	Essential (5 days)		UNIVERSITY CLEAN
<b>Target Response Date:</b>	Thursday 5 December 2024, 11:47		
<b>Requestor Name:</b>	Alan Curtis		
<b>Requestor Phone Number:</b>	(0131 455) 3347		E238
<b>Description:</b>	Blind		
<b>Work Instructions:</b>			
Merchiston, C96			
Please supply and fit a new blind where it is missing in C96			
As per spec/colour of blind still in place			
New parts are required for the existing blind			

Job Started On: \_\_\_/\_\_\_/\_\_\_

Job Completed On: \_\_\_/\_\_\_/\_\_\_

All contractor staff carrying out work must be aware of, and fully adhere to the University's Control of Contractors Code of Practice including site induction, site passes and Health and Safety Requirements. If in doubt, contact the University Maintenance Manager via the Facilities Service Desk.

Within 5 days of completion of work, please advise the Facilities Service Desk in writing of the Work Order Number, the date the work was commenced and the date of completion. Please be advised that we will be unable to process invoices unless the above instructions are complied with in full.

For all jobs in student accommodation, please attend our Bainfield management suite for access fobs. Full address – 6 Bainfield Drive, Edinburgh EH11 1AR. In case of any queries, please contact our Facilities Service Desk 0131 455 5000.