

RC2000.

RAINBOW BLINDS AND INTERIORS JOB SHEET

INVOICE NUMBER 41619

RAINBOW JOB NUMBER RA6077

PURCHASE ORDER NUMBER M00817/81553

QS KELLY MCINNES / MARTIN HUNT

SITE MANAGER _____

INVOICE ADDRESS
SPIE

DELIVERY ADDRESS
CALDERGLEN & SANDERSON HIGH
HIGH COMMON ROAD
ST LEONARDS
G74 2LP

TO SUPPLY AND INSTALL 1 NR VERTICAL BLIND AND NEW GUIDE WIRE FIXING

APPLICATIONS SENT _____

RAMS _____

O&M'S _____

ADDITIONAL INFORMATION

TENDER SUM £231.40

AGREED MCD 0%

ORDER RECEIVED _____

Rainbow Blinds and Interiors

Customer Satisfaction Sheet

CLIENT: SPIE

PURCHASE ORDER NO: M00817/81553

JOB No: RA6077

CALDERGLEN AND SANDERSON HIGH SCHOOL, HIGH COMMON ROAD, ST
LEONARDS, G74 2LP

WORKS CARRIED OUT:

1 NR VERTICAL
1 NR NEW GUIDE WIRE CLAMP

CARRIED OUT BY: *John & Martin*
DATE: *24/06/2020*

I CONFIRM THE ABOVE WORKS HAVE BEEN CARRIED OUT TO MY SATISFACTION

NAME *Graham Buchanan*

SIGNATURE *G. Buchanan*

POSITION *F.T. (Mobile)*

DATE *24/06/20*

WORKS OUTSTANDING YES/NO
DETAILS:

61 CANYON ROAD, EXCELSIOR PARK, WISHAW, ML2 0EG
TEL 01698 351888 FAX 01698 351999

Stephen Boyce

From: Allison Swankie
Sent: 25 March 2020 10:12
To: Stephen Boyce
Subject: FW: Calderglen - 1998003 - New (MDISH)
Attachments: G136- Vertical blind broken 17.03 (1).jpg; G136- Vertical blind broken 17.03 (2).jpg; G136- Vertical blind broken 17.03 (3).jpg; Job Card.pdf

From: slshelpdesk <sls.helpdesk@spie.com>
Sent: 24 March 2020 10:43
To: Allison Swankie <allison@rainbow-blinds.com>
Subject: FW: Calderglen - 1998003 - New (MDISH)

Good Morning Alison,

Hope you and yours are keeping safe and well!

Not sure what your situation is at the moment regarding reactive call outs, please see attached task and photos. Could you supply a quote or have someone to attend for a survey? I do understand the current situation but as it stands the schools are currently still open.

If there are any issues please let me know.

Kind Regards,
Kelly
Kelly MacInnes
Helpdesk Administrator

Telephone: 08700 34555

DDI: 0141 613 7406

kelly.macinnes@spie.com

SPIE Limited One Rutherglen Links, Rutherglen Links Business Park, Glasgow G73 1DF
www.spieuk.com



From: slshelpdesk
Sent: 24 March 2020 08:23
To: LEMON John <john.lemon@spie.com>
Cc: LAW John <john.law@spie.com>; slscalderglen <slscalderglen@spie.com>
Subject: Calderglen - 1998003 - New (MDISH)

Hi John,

Do you want me to ask Rainbow Blinds for a quote for the full replacement of the blinds?

Kind Regards,
Kelly

Kelly MacInnes
Helpdesk Administrator

Telephone: 08700 34555

DDI: 0141 613 7406

kelly.macinnes@spie.com

SPIE Limited One Rutherglen Links, Rutherglen Links Business Park, Glasgow G73 1DF
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BREAKDOWN JOB CARD

Work Instruction Job No: 1998003



Priority: P3

Reported Date: 17 March 2020 13:00

Attend By:

Respond By:

Complete By: 30 April 2020 13:00

Assigned to: Bryan McEvoy

Email:

Scheduled for: 17/03/2020 13:00:00

From Site: South Lanarkshire Schools

Building Type:

From Floor: 00 Sen Library/Resource

From Building: Calderglen & Sanderson High

From Room No: G136

Address: High Common Road
St Leonards
East Kilbride

Postcode: G74 2LP

Problem: 4.13 Reparation of Malicious Damage

Vertical slat blind badly broken by pupil, will need full replacement.
35 slat hangers broken, 4 x material slats ripped, 35 blind weights broken, 6 x sliding hooks which hold slats also broken.

Asset:

H&S Task: NO

Description:

Issued On: 24 March 2020 08:22

Serial No.:

Discipline: Facilities MANAGER

Category: PayMech J

Reported By: SLS Calderglen

Phone: 01355 238062

COMPLETION DETAILS

Site staff: IF REQUIRED A RISK ASSESSMENT MUST BE CARRIED OUT SUBCONTRACTORS ARE NOT TO BE USED WITHOUT PRIOR NOTIFICATION ALL PERSONS ATTENDING THE SITE MUST BE SITE INDUCTED

When a job is COMPLETE a fully completed jobcard must be sent to sls.helpdesk@spie.com

Any queries please contact 08700345555

Contractors: Contractors must be in possession of their Task Specific Risk Assessments and Method statements on arrival at site. Contractors must be prepared to complete on the spot assessments and have these reviewed by SPIE site staff before being permitted to commence work.

PAYMENTS WILL NOT BE MADE UNLESS A SIGNED AND COMPELTED JOBCARD IS RETURNED TO THE HELPDESK AND COPY ATTACHED TO THE INVOICE

A valid purchase order number and Work Instruction number must be quoted on all invoices otherwise invoices cannot be processed

Start Date and Time	Finish Date and Time	Time Taken Normal Hours	Time Taken After Hours	Comments

Notes

BREAKDOWN JOB CARD

Work Instruction Job No: 1998003



Is asset/area safe? Yes No

Engineer Signature	Client Signature	Supervisor Signature (for all SPIE UK employees)

Estimated Cost	Actual Cost