

RAINBOW JOB NUMBER

RA5984

INVOICE NUMBER

41143

PURCHASE ORDER NUMBER

10106

QS

Nicola fountain

SITE MANAGER

INVOICE ADDRESS

Response BMS

DELIVERY ADDRESS

Cherry Oak care home  
26 Colinton Road  
Edinburgh

To repair existing blind

APPLICATIONS SENT

RAMS

O&M'S

ADDITIONAL INFORMATION

TENDER SUM

£ 25.00

AGREED MCD

0 %

ORDER RECEIVED

## Allison Swankie

---

**From:** Allison Swankie  
**Sent:** 16 January 2020 16:37  
**To:** Nicola Fountain  
**Subject:** RE: 257216 4 DAY Cherry Oak Carehome 26 Colinton Road

Hi Nicola

Our guy was out today because it was a small repair he just did it whilst he was there, the charge will be £25 plus VAT. Hope this will be ok.

Kind Regards  
Allison

**From:** Nicola Fountain <[nicola.fountain@response-bms.co.uk](mailto:nicola.fountain@response-bms.co.uk)>  
**Sent:** 10 January 2020 11:41  
**To:** Allison Swankie <[allison@rainbow-blinds.com](mailto:allison@rainbow-blinds.com)>  
**Subject:** FW: 257216 4 DAY Cherry Oak Carehome 26 Colinton Road

Hi Allison

I hope you had a good Christmas & new year!!

Please see email below  
Can this be attended please?  
Job number is 10106

Thanks,

**From:** Chloe Fitzpatrick <[Chloe.Fitzpatrick@edinburgh.gov.uk](mailto:Chloe.Fitzpatrick@edinburgh.gov.uk)> **On Behalf Of** Corporate Property Helpdesk  
**Sent:** 25 October 2019 09:38  
**To:** City of Edinburgh <[cityofedinburghBS@response-bms.co.uk](mailto:cityofedinburghBS@response-bms.co.uk)>  
**Cc:** Nicola Fountain <[Nicola@response-bms.co.uk](mailto:Nicola@response-bms.co.uk)>; Paul Vass <[Paul.Vass@edinburgh.gov.uk](mailto:Paul.Vass@edinburgh.gov.uk)>  
**Subject:** 257216 4 DAY Cherry Oak Carehome 26 Colinton Road

Hi,

Please process the below PO and provide an ETA?

**Works Order Number:**  
257216 4 DAY

**Site Address:**  
CHERRY OAK CAREHOME  
26 COLINTON ROAD  
EDINBURGH

**Description of works:** (4DAY) PLEASE ATTEND AND REPAIR BLIND IN THE

SITTING ROOM AS CHAIN IS BROKEN.  
CONTACT CYRIL 0131 447 9944 (MM)

*All contractors must check asbestos register before any works are carried out.  
All intrusive works which may disturb fabric of a building require a refurbishment survey.  
A refurbishment survey can be requested via Facilities Management.*

**From:** Nicola Fountain <[Nicola@response-bms.co.uk](mailto:Nicola@response-bms.co.uk)>  
**Sent:** 24 October 2019 15:36  
**To:** Corporate Property Helpdesk <[CorporateProperty.Helpdesk@edinburgh.gov.uk](mailto:CorporateProperty.Helpdesk@edinburgh.gov.uk)>  
**Subject:** RE: 252277 4 DAY CHERRY OAK CAREHOME, 26 COLINTON ROAD

Hi Aaron

Raising a new work order would be best.

Thanks,

**From:** Aaron Dunsmore [<mailto:Aaron.Dunsmore@edinburgh.gov.uk>] **On Behalf Of** Corporate Property Helpdesk  
**Sent:** 24 October 2019 15:15  
**To:** City of. Edinburgh <[cityofedinburghBS@response-bms.co.uk](mailto:cityofedinburghBS@response-bms.co.uk)>; Nicola Fountain <[Nicola@response-bms.co.uk](mailto:Nicola@response-bms.co.uk)>  
**Subject:** RE: 252277 4 DAY CHERRY OAK CAREHOME, 26 COLINTON ROAD

Hi Response,

Please see below ,

Site have called in to say that this is still not completed?

Are we best to raise a New WO?

many thanks  
Aaron

**From:** Nicola Fountain <[Nicola@response-bms.co.uk](mailto:Nicola@response-bms.co.uk)> **On Behalf Of** City of. Edinburgh  
**Sent:** 03 October 2019 11:37  
**To:** Corporate Property Helpdesk <[CorporateProperty.Helpdesk@edinburgh.gov.uk](mailto:CorporateProperty.Helpdesk@edinburgh.gov.uk)>; City of. Edinburgh <[cityofedinburghBS@response-bms.co.uk](mailto:cityofedinburghBS@response-bms.co.uk)>  
**Subject:** RE: 252277 4 DAY CHERRY OAK CAREHOME, 26 COLINTON ROAD

Hi Cheyenne

The joiner attended on 26/08 and advised a new chain loop was required for the blind. We sourced it and he reattended on 25/09, his timesheet says – “Contact staff on arrival and sign in. Taken to job site by staff, job has already been completed. Handed over newly sourced chain loop to staff for spares”

Hope this helps

Cheers

Elaine

**From:** Cheyenne Walker [<mailto:Cheyenne.Walker@edinburgh.gov.uk>] **On Behalf Of** Corporate Property Helpdesk  
**Sent:** 03 October 2019 09:34  
**To:** City of. Edinburgh <[cityofedinburghBS@response-bms.co.uk](mailto:cityofedinburghBS@response-bms.co.uk)>  
**Subject:** RE: 252277 4 DAY CHERRY OAK CAREHOME, 26 COLINTON ROAD

Hi Response,

Can you please advise when the below job will be completed? As site advised this work is still outstanding.

Many thanks,  
Cheyenne

Cheyenne Walker | Helpdesk Operator | Customer Hub | Resources | The City of Edinburgh Council | Business Centre  
C.1 | Waverley Court, 4 East Market Street, Edinburgh, EH8 8BG | Tel 0131 529 7878 |  
[Cheyenne.walker@edinburgh.gov.uk](mailto:Cheyenne.walker@edinburgh.gov.uk)



**From:** Nicola Fountain <[Nicola@response-bms.co.uk](mailto:Nicola@response-bms.co.uk)>  
**Sent:** 12 September 2019 11:02  
**To:** Corporate Property Helpdesk <[CorporateProperty.Helpdesk@edinburgh.gov.uk](mailto:CorporateProperty.Helpdesk@edinburgh.gov.uk)>  
**Subject:** RE: 252277 4 DAY CHERRY OAK CAREHOME, 26 COLINTON ROAD

Hi Aaron

I will speak to the joiner and advise.

Thanks,

**From:** Aaron Dunsmore [<mailto:Aaron.Dunsmore@edinburgh.gov.uk>] **On Behalf Of** Corporate Property Helpdesk  
**Sent:** 12 September 2019 10:56  
**To:** City of. Edinburgh <[cityofedinburghBS@response-bms.co.uk](mailto:cityofedinburghBS@response-bms.co.uk)>  
**Cc:** Paul Vass <[Paul.Vass@edinburgh.gov.uk](mailto:Paul.Vass@edinburgh.gov.uk)>  
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Hi Response,

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Can you advise an update from this?

Site said someone would return to site to complete this, but nobody has showed.

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Aaron

**From:** Aaron Dunsmore **On Behalf Of** Corporate Property Helpdesk  
**Sent:** 03 September 2019 10:48  
**To:** 'City of. Edinburgh' <[cityofedinburghBS@response-bms.co.uk](mailto:cityofedinburghBS@response-bms.co.uk)>  
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**From:** Aaron Dunsmore  
**Sent:** 23 August 2019 10:16  
**To:** 'City of. Edinburgh' <[cityofedinburghBS@response-bms.co.uk](mailto:cityofedinburghBS@response-bms.co.uk)>  
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**Site Access Times/Days:**

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(4 DAY) PLEASE ATEND AND REPAIR BLIND IN THE  
SITTING ROOM AS THE CHAIN IS BROKEN - ALSO TO PUT  
UP THE BLIND IN THE OFFICE  
CONTACT CYRIL 0131 447 9944 (MM)

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All intrusive works which may disturb fabric of a building require a refurbishment survey.  
A refurbishment survey can be requested via Facilities Management.*

Many thanks,

\*\*\*\*\*

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To be surveyed.

**Allison Swankie**

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# Rainbow Blinds and Interiors

## Customer Satisfaction Sheet

CLIENT: *Response BMS*

PURCHASE ORDER NO: *10106*

JOB No: *RA5984*

*Cherry Oak Care Home, 26 Colinton Road, Edinburgh*

WORKS CARRIED OUT:

*Repair blind.*

CARRIED OUT BY: *Walker*

DATE: *16/01/19*

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

NAME *Complete at call out* .....

SIGNATURE .....

POSITION .....

DATE .....

WORKS OUTSTANDING YES  NO

DETAILS: