

Howard de Walden Estates Limited

27 Baker Street, London, W1U 8EQ

Telephone: 020 7580 3163

Fax: 020 7436 8152

Maintenance Call Number: 1155900009830 - 21

Issue Date: 02/03/2020

Contractor: MR CARPET LTD

Keys must be returned to the office every day.

Job Address: HALLAM MEWS 5, W1W 6AR

Flat/Suite/Location: FIRST FLOOR FLAT A INCL GGE

Contact Details for Access:

Main Phone No.:

Work Phone No.:

Mobile Phone No.:

E-mail Address: adrien.delattre@gmail.com

Before entering any property make your presence known regardless of whether you have been informed of vacant occupancy.

1) Use intercom system first before entering common parts, 2) before using key knock on entrance door and wait 30 seconds, 3) knock a second time before using key to open door, 4) on opening door and before entering flat make your presence known verbally by announcing "Howard de Walden".

Work Required:

Please supply carpets in the 2 bedrooms + optional extra as stated in the quote. £966.58 + £73.75.

H&S HIGHLIGHT ON:

Before any works can commence please ensure that all Risk Assessments and Method Statements (RAMs) are in place and they are communicated to all personnel that are working on this task.

FIXED FALL PREVENTION / ARREST SYSTEMS - inspection date tags must always be checked prior to use.

Any found to have expired dates must not be used.

Please inform maintenance@hdwe.co.uk if you identify any out of date fixed assets.

ASBESTOS - all subcontractor personnel operating within HdWE properties must be trained in asbestos awareness.

The asbestos register MUST be reviewed as part of the planning process and before carrying out invasive works.

Requests for information should be submitted to asbestos@hdwe.co.uk.

Signed by AIDAN MCKEARNEY

Please quote our Order Number, Costing Reference and Job Code on your invoice

Order No.: 1155900009830 - 21

Costing Ref: 5988-11559-40399-60399

Job Code: DRBLD

Maintenance Department

Howard de Walden Estates Limited

Direct Tel. Nos.: 020 7290 0963

020 7290 0964

TENANT:

ADRIEN J P DELATTRE

FIRST FLOOR FLAT

5A HALLAM MEWS

LONDON

W1W 6AR

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COPY

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5A HALLAM MEWS

LONDON

W1W 6AR

PLEASE RETURN THIS COPY WITH YOUR INVOICE

The Howard de Walden Estate

27 Baker Street, London, W1U 8EQ

020 7290 0963/64/76

email: maintenance@hdwe.co.uk

www.hdwe.co.uk

**THE
HOWARD
de
WALDEN
ESTATE**

Address: **HALLAM MEWS 5
FIRST FLOOR FLAT A INCL GGE**

We attended today on behalf of HdWE to

A repair has been completed. Details -

A temporary repair has been done: we will be in touch to arrange a further appointment.

A repair was not possible as -

MR CARPET LTD

Date: _____ Time: _____