

**Estates and Digital services**

We would like to inform you that essential / scheduled maintenance work will be taking place in your building as detailed below:

|  |  |
| --- | --- |
| **Details of work:**  |  |
| **Location(s):** |  |
| **Dates of work:** |  |
| **Working hours:** |  |
| **Impact on building users:** |  |
| **Access required**  |  |
| **Additional notes:** |  |
| **Contractor:**  |  |
| **Works Manager Name/Mob no :**  |  |

Please circulate this notification of works to your colleagues /teams that may be impacted by these works.

If this work will cause any significant business interruption or any health and safety risk including the co-ordination of works and operation, or further information is required, please immediately contact the Service Desk and/or the nominated works manager.

We apologise in advance for any inconvenience caused.

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