

D&S Corporate

VAT No: 136252332
Date: 25/09/2024
Required by: 02/10/2024
Reference: TOH24001053
Status: Raised

Works Order

Summary: Faulty Hob
Property: 1 Quilting Court, Garter Way, London, SE16 6XF

Contractor	Tenant	Property Manager
D&S Corporate h: 02034880344 e: sales@dandscorporate.com	Mr Dylan Williams m: 07841 036104 e: dylxn.williams@gmail.com Mr Bradley Curtis m: 07763450744 e: bradley4curtis@gmail.com	Dannie Lane w: 02071124972 e: dannie@metro-village.com

Work Order Details	Estimated Cost
Hi Team,	£0.00
Please kindly organise to attend to a faulty hob which was found to be tripping the electrics in the property.	
access via tenants.	
Many Thanks,	
Dannie	
Please advise if cost to exceed estimate	
	Subtotal £0.00
	VAT @ 20.00% £0.00
	Total £0.00

Access Details
via tenants

Please send invoice for the attention of Dannie Lane (Metro Village), quoting works order TOH24001053.

COVID19 PPE POLICY

All contractors instructed by Metro Village Ltd are required to wear Personal Protective Equipment (PPE) before entering a property. Please notify us immediately before you the designated contractor are due to visit the property if they will be equipped with their own PPE. In the event the contractor will not have PPE available, Metro Village can provide Face Masks, Gloves and Shoe Covers and the contractor will need to stop by our office in order to collect these. If a contractor has returned from an impacted area, or is displaying any Covid-19 symptoms or has been in contact with anyone who has been tested positive or is in the process of being tested for Covid-19, please do let us know of this, so other arrangements can be made. Also, when the contractor attends, please ensure they ask the tenant(s) to remain in a separate room and away from where the work will be carried out, in order for the social distancing to be maintained.

DUE DILIGENCE POLICY

1. Any works carried out under the instructions of this works order, should be covered and in line with The Health and Safety Work Act.
2. Any waste created during the works carried out under this works order, will be disposed of in compliance with The Environmental Protection Act 1990, and any other related legislation.
3. Any data provided will be kept securely, and disposed of in compliance with GDPR (General Data Protection Regulation) 2018