

ARDMORE PARK

Ref: 2645/Circular/02.13

1st February 2013

All Residents
9, 11 & 15 Ardmore Park

Dear Residents,

SERVICING SCHEDULE FOR THE MONTH OF FEBRUARY 2013

Please be informed of the following servicing schedules for the lifts/fire protection system/pest control/recycling for this month:

S/No	Contractor	Services	Date	Time	Remarks
1	Fire Protection Company Pte Ltd	Fire Protection	14 Feb (Thu)	1330hrs to 1800hrs	Please be informed that the fire alarm will be activated.
2	The Pestman	Pest Control	07, 14, 21, 28 Feb (Every Thu)	Between 0930hrs to 1200hrs	Please seal your bin chute hopper tightly during the fumigation.
3	In-house	Collection of Recyclable Materials	Daily	From 0800hrs to 0930hrs	Please place recyclable materials beside the service lift area for collection.
4.	Anchor Cleaning Agency Pte Ltd	Bin Chute Flushing	6, 9, 13, 16, 20, 23 & 27 Feb (Every Wed & Sat)	From 1000hrs to 1200hrs	Please close your bin chute hopper during the flushing.

Lift Maintenance Schedule

Blk No.	Lift No	Date	Time	Remarks
Block 9	Lobby Lift No 1	19 January 2013	0900 – 1030 hrs	Kindly be reminded to bring along your rear door key during this period. Our security officer may fermax your unit for permission to test the operation of the lift to your floor.
	Lobby Lift No 2	19 January 2013	1030 – 1200 hrs	
	Lobby Lift No 3	19 January 2013	1300 – 1430 hrs	
	Lobby Lift No 4	19 January 2013	1430 – 1600 hrs	
	Service Lobby Lift No 10	19 January 2013	1600 – 1730 hrs	
Block 11	Lobby Lift No 5	20 January 2013	0900 – 1030 hrs	Kindly be reminded to bring along your rear door key during this period. Our security officer may fermax your unit for permission to test the operation of the lift to your floor.
	Lobby Lift No 6	20 January 2013	1030 – 1200 hrs	
	Lobby Lift No 7	20 January 2013	1300 – 1430 hrs	
	Lobby Lift No 8	20 January 2013	1430 – 1600 hrs	
	Service Lobby Lift No 11	20 January 2013	1600 – 1730 hrs	
Block 13	Club House P1	21 January 2013	0900 – 1030 hrs	
Block 15	Lobby Lift No 9	21 January 2013	1030 – 1200 hrs	Kindly be reminded to bring along your rear door key during this period. Our security officer may fermax your unit for permission to test the operation of the lift to your floor.
	Lobby Lift No 10	21 January 2013	1300 – 1430 hrs	
	Lobby Lift No 11	21 January 2013	1430 – 1600 hrs	
	Lobby Lift No 12	21 January 2013	1600 – 1730 hrs	
	Service Lobby Lift No 12	21 January 2013	1730 – 1900 hrs	

Weekly high-level dusting and Cleaning of the private lift cars schedule:

Day of Cleaning	Time	Block / Lift Nos.	Remarks
Monday	10.00 am to 11.00 am 11.00 am to 12.00 pm	Blk 9/ Lift 1 & 2 Blk 9/ Lift 3 & 4	Please do not be alarmed if you find a cleaner in the private lift during these times.
Tuesday	10.00 am to 11.00 am 11.00 am to 12.00 pm	Blk 11/ Lift 5 & 6 Blk 11/ Lift 7 & 8	
Wednesday	10.00 am to 11.00 am 11.00 am to 12.00 pm	Blk 15/ Lift 9 & 10 Blk 15/ Lift 11 & 12	

If you have any queries, please feel free to contact us at the management office telephone number 6733 0862. We apologise for any inconvenience caused.

Yours Faithfully,
Knight Frank Estate Management Pte Ltd



Ms Quah Soh Hoon
Ardmore Park General Manager
For and on behalf of The MCST Plan No. 2645