NW Est/1029 8 December 2015

**CHRISTMAS AND NEW YEAR HOLIDAY PERIOD – DUTY STAFF & FROST PRECAUTIONS**

**AMENDMENT 1**

1. This Association will be closed from 1600 hrs on Friday 18 December 2015 to 0830 hrs on Monday 4 January 2016.

2. Emergency Works Services. Any **emergency** works services required should be reported to one of the following. The initial call should be to either of the surveyors listed below, failing this, HoI or IRM should be contacted.

Surveyor 1 Mr N Collins 07837 416382

Surveyor 2 Mr A Croxton 07730 763823

Head of Infrastructure (HoI) Mr L Delaney 07837 416450

Infrastructure Resource Manager (IRM) Mr M Byrne 07971 603555

4. Please ensure that the Army Reserve Centre caretakers are informed of emergency telephone numbers.

5. For urgent decisions regarding members of staff, administration or operations.

Please contact:

Col M C H Underhill – Chief Executive – 07779 134355 (mob) 0151 929 2289 (home)

6. It should be clearly understood that contractors must **not** be given instructions to undertake work without prior authority from a surveyor (or poc above), except in the event of an emergency, in which case contractors may be called out using the following emergency/24 hour telephone numbers:

Electrical - MJ Quinn - 0151 547 8800

 Heating - James Mercer Group Ltd - 01772 775711 or 07734 384752

 Wind & - W & J Hardaker - 07523 684333

 Weatherproof

7. Army Reserve Centres. Caretakers or duty personnel should again be reminded about frost precautions and the requirement to override central heating controls when frost is forecast.

M Blackmore

Infrastructure Administration Officer

for Chief Executive

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