NW Est/1029 7 December 2016

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

**Amendment 1**

Please disregard the previous letter regarding the NW RFCA Christmas shutdown.

This Association will be closed from 1630 hrs on Tuesday 20 December 2016 to 0830 hrs on Tuesday 3 January 2017.

Emergency Works Services.

This year the works officers will be on a duty rota. It is advised that on the day of the fault, you will call the duty officer working on that day as laid out below.

Wednesday 21st December 2016 Charlotte O’Rourke 07837 416382

Thursday 22nd December 2016

Fridaiy 23rd December 2016 Alex Croxton 07730 763823

Saturday 24th December 2016

Sunday 25th December 2016

Monday 26th December 2016 Paul Meadows 07837 416465

Tuesday 27th December 2016

Wednesday 28th December 2016

Thursday 29th December 2016 Lee Delaney 07837 416450

Friday 30th December 2016

Saturday 31st December 2016

Sunday 1st January 2017 Mark Byrne 07790 890123

Monday 2nd January 2017

It should be clearly understood that contractors must **not** be contacted to undertake any work as in previous years. All calls are to be made through the duty officers.

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

V Kirby

Infrastructure Administration Officer

for Chief Executive

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| Royal  Naval  Reserve  Royal Marines  Reserve  Territorial  Army  Royal Auxiliary Air Force  Combined  Cadet  Force  Sea  Cadet  Corps  Army  Cadet  Force  Air  Training  Corps  Combined Cadet Force |

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| Royal  Naval  Reserve  Royal Marines  Reserve  Territorial  Army  Royal Auxiliary Air Force  Combined  Cadet  Force  Sea  Cadet  Corps  Army  Cadet  Force  Air  Training  Corps  Combined Cadet Force |