

| AREA  | CONTACT  | SERVICE CATEGORY   | WHO | COMPLETED BY | DATE |
|---|--|--|-----|--------------|------|
| Lease   | Landlord   | Notify surrender of any lease  |     |              |      |
| Property & Equipment Maintenance                        | Technical Services<br>Maintenance Manager<br>(Simon Jennings EXT: 5728)  | Heating<br>PAT Testing<br>Legionella Testing<br>Portable Fire Equipment<br>Fire Alarm & Emergency Lighting<br>Security Alarm (Monitoring & Maintenance)<br>Making good requirements  |     |              |      |
| Grounds Maintenance                                     | Leisure Services Alun<br>Watkins EXT: 5675   | Grass cutting etc  |     |              |      |
| Network and Router<br>Network Cabling<br>Network Phones | SRS I.T. EXT 5000  | Email, fax, phones (identify staff names,numbers, user names; locationa and addres to and from; future use and/or occupants of current location)   |     |              |      |
| Services  | (Relevant Suppliers & notify LA Energy Officer<br>Oriol Price EXT:6109 LA - C2BG LA Building Facilities<br>(Helen Price EXT: 5676) | Utilities:- Electricity, Gas Water, Main telephonr land lines.<br>Refuse Collection, Council rates office (NNDR),<br>Caretaking and Cleaning.  |     |              |      |
| Contracts   | (Relevant Suppliers)   | Photocopiers/Printers, Drinks Machines,<br>Vending Machines  |     |              |      |
| Public Information                                      | Lee McDonald SSD<br>Ext:4630 Corporate<br>Ext:6004   | Change of service location/delivery  |     |              |      |
| External telephone                                      | (Relevant Supplier)  | Redirection of telephone calls etc   |     |              |      |
| Furniture & Equipment to be relocated                   |  | Desks, chairs, pedestals, filing cabinets, cupboards, Tables, display equipment, computers, book cases, coat stands etc. Label all user specific equipment e.g. chairs for back conditions; computers etc. If items to go to specific areas identified in new location, clearly label with instruction e.g. ground floor, conference room etc. |     |              |      |