

From: Griffith, Warren

Sent: 28 May 2019 16:40

To: Goulden House <manager

Subject: RE: Lifts - Goulden House

Official

Dear Annie

My apologies for the late response but we have been chasing the lift contractor for an update with regards to the floor levelling device. As discussed with Sandra the contractor has managed to source the replacement parts for this device unfortunately due to the weekend and bank holiday the manufacturer was closed which caused a delay in the parts being delivered sooner. The lift contractor has advised that the new components will be delivered to site on Thursday and they are aiming to install the same day.

I will arrange for a letter to be sent over either this evening or first thing in the morning.

Kind regards

Warren Griffith

Lift Manager

Serving Richmond and Wandsworth Councils