



**Richmond and Wandsworth Council**  
Housing and Regeneration  
Town Hall,  
Wandsworth High Street,  
London  
SW18 2PU

Please ask for/reply to:  
Telephone: 020 8871 6000  
Direct line: 020 8871 7583

Email: [simonskipp@richmondandwandsworth.gov.uk](mailto:simonskipp@richmondandwandsworth.gov.uk)  
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Date: .... **1<sup>st</sup> Nov 2021**

Dear Residents

We apologise for Lift ... **H116** ..... being removed from service.

The contractor found... **Door Contractor Closure** .....  
**non-operational.** .....

The contractor has provided a provisional return to service date of **4<sup>th</sup> Nov.** although depending on the nature of the fault the lift may remain out of service for longer than expected.

The lift will either be returned to service on this date or further notification will be provided depending on the findings of the investigation.

Please accept our sincere apologies for the disruption and inconvenience caused by this unfortunate situation, we are working towards resolving this as quickly as possible.

In the event of an emergency please contact Emergency Control on **020 8871 7583** (24 hours).

The lift department can be contacted on **020 8871 7042** Monday to Friday from 8.00am to 5.00pm

Yours faithfully

S Skipp  
Lift Engineer