



OPENING HOURS & OUT OF HOURS EMERGENCY NUMBERS

OFFICE HOURS

Monday to Friday	9 am to 5 pm
Saturday	9.30 am to 1 pm
Sunday	Closed
Bank Holidays	Closed

If you have a repair which is in need of **URGENT ATTENTION ONLY**, please contact one of the following contractors. If the repair is not urgent we would kindly ask that you contact the office when it is open, so that arrangements can be made to carry out repairs required without incurring "Out of Hours" charges.

Please note that if a contractor has been called out to your property on a **NON URGENT** matter all charges incurred will be referred back to the occupier for settlement and will not be met by either the Lettings Department or Block Management Department. Please note therefore that you are strongly advised to only contact a contractor if the repair etc is urgent, thank you for your cooperation.

OUT OF HOURS EMERGENCY NUMBERS

GENERAL MAINTENANCE

Nova Property	07908 656991
J M Property Services	07920 575354

GAS & PLUMBING

Dave Gough	07563 729128
Rob Triggs	07973 266872

Electrician

CID Electrics	07909 333371
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HANDYMAN

Terry Mears	07815 786495
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LOCKSMITH

PPM Locksmiths	029 20231717
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SAFETY ADVISORY MESSAGE

**IF YOU SUSPECT A GAS LEAK YOU ARE URGENTLY ADVISED TO CONTACT
BRITISH GAS 0800 111999 SO THAT THE MATTER CAN BE DEALT WITH
IMMEDIATELY**