Service Interruption Notification

It is necessary for the {insert service} to be interrupted on {insert date} from {time} to {time}

The areas that will be affected are: .................................................................

The purpose of this service interruption is to enable essential maintenance to be carried out.

This will affect all/some of your {insert service}

Temporary supplies will/will not be provided.

The work will be carried out by Contractor ………………………who will be on site during the work.

The contractor will be contactable on ...............................................................

Estates staff will also be on site during the work {insert name} and are contactable on mobile ...............................................................

If there are any problems please contact {insert name} on .............................. or mobile...............................................................

Contract Administrator Name..............................................

Signature..............................................

Date..............................................

Department representative(s) Name:.................................................................

Department: .................................................................

Signature: .................................................................

Date: .................................................................