

NO: 018



CONFIRMATION OF VERBAL INSTRUCTION

Contract Name	21 VILLA ROAD	Contract Ref No.	211 00 80
Instruction To	SOUTH EAST BUILDING	Date	8-5-19

PLEASE CARRY OUT THE FOLLOWING: ~~X~~ INTERNAL OVERHAUL WINDOW WORKS

ITEM	LOCATION	DESCRIPTION	REPLACE WEIGHTS/CORNS/BEADS ETC
	WINDOW 1-2-3-4-5-6 = 6 WINDOWS		
	REPLACE SASH CORNS	315 019	X 12
	REPLACE SASH WEIGHTS	315 023	X 12
	OVERHAUL SASH	315 051	X 12
	REPLACE PARTING BEADS	315 015	X 24
	WINDOW 7-8 = 2 WINDOWS		
	REPLACE SASH CORNS	315 019	X 4
	REPLACE SASH WEIGHTS	315 023	X 8
	OVERHAUL SASH	315 051	X 4
	REPLACE PARTING BEADS	315 015	X 8
	X ABOVE WORKS ARE FOR FRONT ELEVATION. TOP LEFT WORKING TO RIGHT.		

Signed _____ for Mears Projects

Signed _____

for

JRP

COPIES TO

SITE MANAGER ☐QUANTITY SURVEYOR ☐CLIENT ☐