

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 Contractorwho 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: