

5 Queensborough Terrace.

9th July 2024.

NOTICE OF PLANNED WORKS AT 5 Queensborough Terrace

Dear Residents,

We hope this letter finds you well.

We would like to inform you that Westminster City Council have appointed GEM Environmental Building Services Ltd to conduct essential works within the basement boiler room. These works will include the dismantling and removal of the redundant boiler and Hot water system, carrying out minor builders works, to accommodate the installation of new boilers and hot water system.

All works taking place will be carried out between the hours of 8am and 5pm, **Monday 15th July, commencing 08:00**. GEM operatives will be wearing Hi - Viz jackets and wearing ID badges.

We understand that these improvements may cause some inconvenience and we will do our best to minimise any disruptions or noisy works during this time. **We will need to interrupt the hot water service, we ask that all taps are left in the off position until 17:00**, once the hot water supply is reinstated if you leave your taps on, there is a possibility that when we turn back on the supply the tap will come on and flood your property.

If you have any queries, please contact GEM Resident Liaison Officers **Paul 07377 937983 or paul.baker@gemebs.com, or Sania at Sania.mckenzie@gemebs.com.**

If you have any questions, please do not hesitate to call your Housing Officer Eman on 0800 358 3783 (freephone) and she will be happy to help. Alternatively, you can contact GEM on 02089850409 option 4. or via email westminster@gemebs.com Once again, we would like to apologise in advance for any disruption this may cause.

We remain committed to protecting our clients, their residents, and our employees by safely completing all our work in line with Government guidelines. We would like to thank you in advance for your understanding and cooperation while the works are carried out.

Yours sincerely

Ray Cunningham GEMEBS