

Job Sheet HD13460

PPVS Job Sheet

General Job Information...

Order/Cust No.		Start Date/Project ID	08/05/2025 15:26 / 0
Cost Code		Est Comp. Date/Time	13/05/2025 15:26:00
Contract		Completion Date	
Created By	Jenny Workman	Date Created	08/05/2025 15:29:00
Client	Hays Travel Limited	Building	Hays Travel - Miles Morgan Travel - Bath 1068 8 - 9 New Bond Street Place Bath Somerset BA1 1BH
Location Area		Location Code	HAYSTRAVELBA10002
Job Location	Hays Travel - Miles Morgan Travel 8 - 9 New Bond Street Place Bath Somerset BA1 1BH	Est Resp. Date/Time	

Job Details...

Worker	Bath Property Maintenance	Current Status	Work In Progress
Work Type	General Maintenance	Job Description	General Maintenance (Call Out)
Priority	P3 - 3 Days	Asset Details	
Comments	As per the H&S Audit conducted by Steve Wright, I have been asked to report that the carpet tiles are securely fitted to prevent accidents - See attached photos. Store Opening Hours - Mon-Sat 9-5.30pm - Store Contact Marie Hurfurt 01225 486 800		

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Health and Safety: Health & Safety...

All contractors are expected to ensure they have all PPE available as required on constructions sites such as High vis, Hard hat, safety shoes, Glasses, Harnesses & Lanyards, tested and tagged equipment such as ladders and access equipment and PAT tested tools. Each site will have site specific rules that must be adhered to.
ID may also be required as well as job number for the purpose of access.

Hazard: Site Hazards...

Have you read and understood relevant site Asbestos , Fire Risk Assessment or Structural Survey and do they affect your working area? If so please speak to PPVS Project / Operations contact before starting any works.

Record New Response Information...

Job Complete?	<input type="text"/>	Completed	<input type="text"/>
Date Started	<input type="text"/>	Asset Details	<input type="text"/>
Time Started	<input type="text"/>	Status Level	<input type="text"/>
Time Spent (Hrs)	<input type="text"/>		
Comments	<input type="text"/>		
Worker Name & Signature	<input type="text"/>		
Authorised Signature	<input type="text"/>		

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Terms And Conditions

1. All sub-contractors must sign as PPVS in the signing in and out book when attending sites.
2. PPVS will arrange with site the date/time of attendance. If you are delayed or unable to attend at the appointed day/time, please advise PPVS as soon as possible so they can advise the client and agree a revised time. PPVS will not be responsible for any charges incurred if you are turned away from site.
3. Whilst on site, sub-contractors must comply with site rules at all times.
4. Any Health and Safety issues that may occur while carrying out work for PPVS on all sites are to be reported immediately to PPVS who will investigate and take the matter forward with the client.
5. Call out charges: time on site is to be approved if exceeds the hour that is allocated within the call out charge.
6. If unable to complete by target date (13/05/2025 15:26:00) please let PPVS know so an extension can be requested.
7. Before & After pictures are to be taken of all jobs attended where new parts are fitted and returned with works order sheet signed by the client for our records.
8. All new parts supplied and installed must have a minimum 12 Month warranty.
9. Quotes for replacing defective equipment must be accompanied a photo of defective equipment.
10. Detailed reports are to be given to cover tests carried out which explain the result of replacing equipment rather than repairing. Photos are to be taken of parts before and after if replaced.
11. Full details of the parts quoted for must be given.
12. Cost for parts are worked on one call out charge + anything under £250.00 supplied at time of visit can be fitted. Anything over this must have approval - call 01733 244414.
13. Return visits for the same repair are charged at an hourly rate as we can only charge one call out rate for the first visit.
14. All parts that are held by the sub-contractor and go missing or are thrown away when could be used as testers or as spare are to be paid for by the sub-contractor.
15. Risk and Method Statements together with Dynamic Risk Assessments should be completed by and with the competent operative carrying out the description of works as per above.
16. All PPVS & client information must be stored and managed under GDPR guidelines. A copy of PPVS GDPR policy is available upon request.
17. Errors & Omissions Apply