

## **PROPERTY DEPARTMENT**

### **EMERGENCY contacts for Christmas holiday period**

Church House will be closed from 5pm Friday 22<sup>nd</sup> December, reopening at 9am on Tuesday 2nd January.

In the event of an emergency during this period, please telephone 01273 425683; this will divert to a monitored answerphone that is checked regularly by a member of the Property Team. Please leave a message with your name, property, telephone number and details of the issue and someone will call you back.

Please note, examples of an emergency are: significant water ingress into a property; electrical failure (assuming it is not to do with your supplier); etc. Attendance may not be as quick as in normal working hours so you are encouraged to make every effort possible to limit damage (eg turn off water if there is a leak) if it is possible and safe to do so.

Boiler, central heating and drainage issues can be reported directly to the following. An engineer will then visit the property.

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**Gas / Oil heating : Paynes Heating & Plumbing Services | 01825 891720**

**Plumbing : Paine Manwaring | 07793 580250**  
**Paynes | 01825 891720**

**Drains : Blockbusters | 0800 136658**

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Should you need to contact any of these suppliers direct, it would be a great help if you could please email Property Department, [property@chichester.anglican.org](mailto:property@chichester.anglican.org), with brief details of the issue and its resolution so that records may be updated in the new year.

Hopefully, you will not need to use any of these services and will spend a happy and peaceful Christmas and New Year.

With all best wishes from the Property Team.

**Scott Ralph**  
**Property Director**

14<sup>th</sup> December 2017