



Instruction to Subcontractor (SC5)

Project Title: 20 Gracechurch Street	Instruction No.: SC5/MWP018/Raph/79
Contract No.: LN0213	
To: Raphael	Date: 13th October 2008
[Subcontractor]	


You are hereby instructed to proceed with the work described below, to be carried out in accordance with the terms and conditions of your subcontract.. The number at the top of this instruction must be quoted in all subsequent documents concerning this work.

As Employers Agent's Instruction – E.A.I. No.

As attached Confirmation of Verbal Instruction - C.V.I. No. (item no....)

As attached Request for Information/Instruction – R.F.I. No.... (item no .)

As the following written text.

Item No	Description of Work
	<p><u>RE: Confiramtion Of Additional Suited Cylinders</u></p> <p>In accordance with ORMS email dated the 10th of October 2008, copy attached, we request that you provide suited cylinders to additional doors LG-D-18D, 00-D-08B, 00-D-08C, 04-D-07B and B1-D-60A.</p> <p>PLEASE NOTE THAT DOOR B1-D-60A IS A METAL 60/60 DOOR BY TASKMASTER AND WE REQUIRE TO PROVIDE AND INSTALL A SUITED CYLINDER TO FIT THIS 56MM THICKNESS DOOR</p> <p>signed :  name: Darren Mason[for hbg construction]</p>

Distribution

<input type="checkbox"/> Subcontractor HO	<input type="checkbox"/> Subcontractor Site	<input type="checkbox"/> Site/HO	<input type="checkbox"/> Surveyor / BSM / AI / AB	<input type="checkbox"/> Site Manager
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Mason, Darren

From: John Storry [JStorry@ORMS.CO.UK]
Sent: 10 October 2008 18:05
To: Mason, Darren
Cc: jasonwray; Webb, Anita; Day, Peter; Khatir, Kambuzia; Rodrillo, Glyn; Green, George; Ojo-Osagie, Francis; Chris Taylor; Edward Whiteley
Subject: 1395/7.05 - 20 Gracechurch St Addendum order RC/WOT/3V 04

This email was sent to your previous hbgc.co.uk email address. You may wish to inform the sender of your new bam.co.uk mailbox.

Darren

My response is as follows:

- 1) I am assuming LG-D-18D refers to the new door to the manifold position on lower ground – this should be suited as a 'Sub M2 Riser' key
- 2) Door 00-D-8B - If this has a cylinder then it should be suited as 'Sub M2 Riser' key
- 3) Door 00-D-8C – please confirm where this is as it is not on my drawing
- 4) Door 04-D-7B - please confirm where this is as it is not on my drawing
- 5) Door B1-D-60A – should be suited as 'Sub M1 Plant' key – door and hardware is supply by metal door company – speak to francis
- 6) *General – Package references need to be added where missing – what does this mean?*

Regards

John Storry
Associate

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Name & Registered Office : ORMS DESIGNERS + ARCHITECTS LIMITED, 1 PINE STREET, LONDON EC1R 0JH Company No. 02219594

From: Mason, Darren [mailto:dmason@hbgc.co.uk]
Sent: 03 October 2008 11:17
To: John Storry
Cc: jasonwray; Webb, Anita; Day, Peter; Khatir, Kambuzia; Rodrillo, Glyn; Green, George; Ojo-Osagie, Francis
Subject: FW: 20 Gracechurch St Addendum order RC/WOT/3V 04

JOHN, have you checked the attached ironmongery and lock suiting schedules ???

My comments regarding the LOCK SUITING SCHEDULE are as follows;

Door LG-D-18C (set 4) should be referenced LG-D-18D and 3V require the suiting details.

12/10/2008

Mason, Darren

From: John Storry [JStorry@ORMS.CO.UK]
Sent: 15 October 2008 15:09
To: Mason, Darren
Subject: 1395/7.05 - 20 Gracechurch St Addendum order RC/WOT/3V 04

Darren

All riser doors should be under Sub M2 – Riser key

Regards

John Storry
Associate

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From: Mason, Darren [mailto:dmason@bam.co.uk]
Sent: 13 October 2008 18:02
To: John Storry
Subject: FW: 1395/7.05 - 20 Gracechurch St Addendum order RC/WOT/3V 04

Please note that my email address suffix has changed to 'bam.co.uk'

John, can you reply tomorrow so that I can get these on order.

Pretty please.

Darren

From: Mason, Darren
Sent: 12 October 2008 11:52
To: 'John Storry'
Cc: jasonwray; Webb, Anita; Day, Peter; Khatir, Kambuzia; Rodrillo, Glyn; Green, George; Ojo-Osagie, Francis; Chris Taylor; Edward Whiteley
Subject: RE: 1395/7.05 - 20 Gracechurch St Addendum order RC/WOT/3V 04

John, door 04-D-07B is staircase 4 lobby riser (ALL AS DOORS NUMBERED ON OTHER FLOORS) and has been missed from the door schedule.

Therefore, please confirm ASAP.

Regards

Darren

From: John Storry [mailto:JStorry@ORMS.CO.UK]

15/10/2008