



Essex County Council  
**Maldon Primary School**  
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Headteacher: Mrs C Burrell

To Who it may concern

25<sup>th</sup> May 2017

Dear Sirs / Madam,

Re: Full Works Facilities Management Limited

I am the site manager at Maldon Primary School, which is currently undergoing a programme of refurbishment throughout the premises. As part of the site survey it was identified that both our staircases which are over 100 years old did not comply with H&S regulations and remedial action was required with recommendations that the wrought iron banisters be clad with flame retardant material in keeping with the building. We invited several contractors to tender for the work and to submit a solution to a challenging project. Alongside the staircase was a requirement to supply and fit fire doors with intumescent strips and smoke seals in another area of the school.

I arranged a site visit with Paul Harris and his project manager who submitted their solution in a timely and professional manner, the quote submitted was competitive, and the board of governors' agreed to the work.

Being a school it was imperative that the schedule of works were completed on time and the work was booked in for the Easter Half term.

I am very happy to go on record to say that the project was completed on time and to a high quality finish.

I should also add that the contractors comprising of carpenters plasterers and painters were fully compliant with all aspects of health and safety and were at all times helpful and courteous to our members of staff who were working in the school at the time.

I would not hesitate to engage the services of full works for our future and ongoing projects Our board of governors were extremely happy with the finished work as was I.

Yours faithfully,

S J Melay  
Site Manager  
Maldon Primary School