

Works Order



Order Number: 23284695

Employee: Steven Casey

Visit Date: 03/10/2025

Job Address:

125 Bliss Road

Dorchester

Dorset

DT1 1XJ

Risk Assessment	
Have you read and understood the lone working, safety policy and risk assessment documents?	Yes
Have you got the correct PPE?	Yes
Is the property safe to enter?	Yes
Will you be working at height?	No
Do you have suitable equipment to work at height safely?	N/A
Is it safe to proceed and do the work?	Yes
If not safe, was the supervisor called?	N/A
If not safe, are you now able to continue and do the work?	N/A
Please record why you are now able to continue and do work?	N/A

SORs					
Code		Description	Quantity Used	Quantity Req.	Recharge
1	315045	315045: WINDOW: RENEW WEATHER MOULD	1	1	N
2	515005	515005: PANE: REGLAZE 4MM CLEAR OR OBSCURE UP TO 1SM	0	1	N

Used Materials			
	Code	Description	Quantity Used
1	143055	CLOSURE PLATE TAPE 50MMX25MTR CPT	1

Work Status	
Is Follow On work required?	Yes
If not, what was the reason given?	Follow on materials
If not, any 'Follow On' comments	Window repaired but glass broken – single glaze pane
Started	03/10/2025 09:25:36
Finished	03/10/2025 15:15:35

Work Times	
Started Travel	03/10/2025 09:10:45
Arrived	03/10/2025 09:16:50

Caption	Pre works photo
Picture of window before repairs	
Caption	Post work photo
Glass also broken on window	

Risk Assessment	Passes
Additional Information	Unable to complete the repair as the glass was not measured before attending the appointment
Customer Satisfaction	
Is the customer willing to do a satisfaction survey?	N/A
If not, why not	N/A
Operative Comments	Window frame repaired but glass broken new unit ordered with stores

Signature	 Dated: 03/10/2025
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