Northbridge Field Services
14 Meridian Walk
Bristol BS1 4QX
United Kingdom

Avery Patel
Facilities Manager
Harbour Works
6 Quayside Road
Bristol BS2 0LA
United Kingdom

29 August 2026

Dear Ms Patel,

Thank you for inviting Northbridge Field Services to review the proposed maintenance schedule for Harbour Works. We have assessed the three service windows in the brief and recommend a monthly inspection with a short follow-up visit after any critical finding.

This arrangement keeps the routine visit within one working morning while leaving a documented escalation path for issues that affect access or safety. We will send the inspection checklist and the named duty contact before the first visit. Please confirm whether Tuesday mornings remain suitable for your team.

We would be pleased to discuss the schedule by telephone and can revise the scope if the building's occupancy pattern changes.

Yours sincerely,

Morgan Lee
Operations Coordinator

ccFacilities records