

Dear Member,

Important information about works to your offices and Portcullis House this Summer recess

- Due to a recent electrical failure in Portcullis House, a project has begun to carry out urgent electrical repairs across floors 2-6. This will take place during the Summer and conference recess periods.
- All offices will be closed for up to one week while these works take place, and we enclose a detailed schedule as to when your office will be affected. We apologise for the inconvenience caused, but please be assured this is to keep all occupants in the building safe.

Portable heaters

We believe the recent electrical failures are linked to the overuse of portable electrical heaters. To limit the risk of future problems, we ask that heaters are only used in the event of a heating systems failure, and therefore portable heaters will be collected in. Portcullis House is a sophisticated naturally ventilated low carbon building, please call x4747 if you would like assistance with maintaining a comfortable temperature in your office.

Thank you for your assistance and understanding on these matters.

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