

Monday 20th May 2019

For the attention of Anna Zucchelli
Heritage at Risk Projects Officer

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Our Ref: GY/550/06/200519

Dear Anna,

**RE: OXFORD HOUSE
Roofing Works**

We write to inform you of the building works progress at Oxford House in Bethnal Green and the completion of the roofing works.

The re-tiling of the pitched roof and gables, new lead work to dormers, repairs to flat roof structure, flat roof re surfacing and all new insulations to the roof are now complete and have been certified for payment or are due to be included in the next payment certification.

The possession of the roof will remain the contractor's responsibility until the works to the third floor below (allowing for access to the roof) are complete and a practical completion certificate for the section of works/ works as a whole can be given.

Yours sincerely,



Gemma Yendall
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