

Housing & Property Services - Out of Hours Duty Call Log Sheet

Duty Officer: |

Kathy Legge

 DHO Reference:

DHO005

Week Commencing: |

17-Mar-17



Call No.	Date:	Time call received by CPB (pass on to DHO_	Time Call Received	Qualifying Repair (RTR)	Full address inc.property Name/Tenure if not Moray Council	Name attached to property/Contact Number/Police Name & Incident no	Description of Report:	Action:	Repair Reference Number (pass to Tradesman)	Time completed:	Completion Status:	Any follow up required:
39	20-Mar-17		17:55	Y	44 Duff Pl, Elgin		Leak at Boiler	Gas -	32	18:55	CP	
40			18:10	Y	42 Duff Pl, Elgin	Moray	Check electrics after leak from flat above	Elect -	33	19:55	CP	Confirmation W/O