



3<sup>rd</sup> August 2015,

To whom it may concern,

**Nishkam West London School is committed to securing a sustainable and appropriate scheme of servicing maintenance. It will work with its suppliers to secure timely and cost effective solutions for deliveries and facilities management requirements to minimise where possible impact on the road network especially at peak times.**

**We anticipate and will endeavour to secure the following:**

**Postal deliveries - twice daily**

**Stationary deliveries - one monthly**

**Refuse collection - one a week**

**Catering deliveries - one per day**

**Servicing for maintenance to follow an asset management plan that reflects recommended servicing schedules - adhoc maintenance within on site team**

Kind regards

**Brin Mahon**

**Chair Nishkam School Trust**