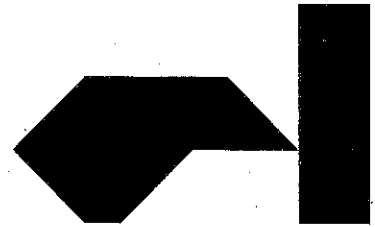


factory international



Date: 8th June 2023

From: David Mitchell, Facilities Manager, Factory International

Re: Maintenance of Kitchen Extraction Systems

Overall responsibility for servicing, inspection and cleaning of all fixed asset systems in the Kitchen areas, including fixed kitchen extraction, will sit with Factory International. Operationally this will be managed by the Facilities Manager as follows:

- Maintenance to meet or exceed statutory requirements will be carried out by a competent service contractor under the instruction of Factory International. Relevant records will be kept;
 - Health & Safety at Work Act, 1974
 - Workplace (Health, Safety & Welfare) Regulations, 1992
 - Management of Health & Safety at Work Regulations, 1999
 - Gas Safety (Installation and Use) Regulations, 1998
 - Fire Safety (England) Regulations, 2022
 - Regulatory Reform (Fire Safety) Order, 2005
- Reactive maintenance to repair defects, malfunctions or damage will be carried out by the same contractor, on request from Factory International.
- Regular cleaning of the extraction system to comply with all relevant regulations will be carried out by a competent contractor, and records kept by Factory International.

Please contact me for any further information you require.

Regards,

David Mitchell, Facilities Manager.