

Tasks for 30th March 2020 (GMCA)

- ✚ NCD Pre-requisites for Total Geotechnical Tender
- ✚ Requested Pension Alliance Schedule – Sent to Pal Alliance
- ✚ Email responses to staff
- ✚ Received calls from Clients
- ✚ Went to the office to check up on things and follow up with the tenant for the 1st floor on their outstanding service charges.
- ✚ Other administrative and contracts duties via phone calls