



Information Rights Team
Post Office Limited
Ground Floor
Finsbury Dials
20 Finsbury Street
London EC2Y 9AQ
033 3665 3951

Our reference: FOI2019/00102

Mr Steve Wright
request-555227-d59a6be1@whatdotheyknow.com

14 March 2019

Dear Mr Wright,

Freedom of Information Request – FOI2019/00102

I am writing in response to your email received by Post Office Limited ("**Post Office**") on 22 February 2019, which I am dealing with under the terms of the Freedom of Information Act 2000 ("**FOIA**").

In your email you have requested information in five parts:

1. Is grounds maintenance (ie mowing, tree work, weed spraying etc) work undertaken by in-house teams or contracted out?

I can confirm that Post Office does hold the information you have requested, we contract out our horticulture contract - soft FM services, which covers cleaning, window cleaning, hygiene, pest, site support service, horticulture, general waste, mixed recycling waste, Confidential waste, gritting, site consumables.

2. Who is responsible for managing in-house grounds maintenance teams or contractors?

Atalian Servest.

3. What is the contact name, address and email of the person responsible for managing grounds maintenance activities?

The address for Atalian Servest is:

Atalian Servest House
Heath Farm Business Centre
Tut hill
Fornham All Saints
Bury St Edmunds
Suffolk IP28 6LG

Property and Facilities Helpdesk 0330 123 0905 Option 2

4. What is the annual grounds maintenance budget?

The annual budget is £27.5K.

5. Do you receive additional Government, non-profit or voluntary donations, specifically for grounds maintenance tasks?

No.

I hope the information I have provided on this occasion is useful, however if you are dissatisfied with the handling of this response, you do have a right to request an internal review. You can do this by writing to the address below stating your reasons for your internal review request.

Information Rights Manager
Post Office Limited
Information Rights Team
Ground Floor
Finsbury Dials
20 Finsbury Street
London
EC2Y 9AQ
information.rights@postoffice.co.uk

If, having requested an internal review by Post Office, you are still not satisfied with our response you also have a right of appeal to the Information Commissioner at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Telephone: 0303 123 1113
<https://ico.org.uk>

Yours sincerely,



Kerry Moodie
Information Rights Team
information.rights@postoffice.co.uk
<http://corporate.postoffice.co.uk/access-information>
@postofficenews

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