

Point of Contacts (PoC). To be circulated and completed by the Leep PM. Completed copies distributed to ICP, Developer, LV Control and Head of Technical.

Project:					
Developer Name:					
ICP Details:					
COMER Details:					
Appointed SAP/AP:					
Site Address:					
ICP Inception Date:					
ICP HOTO date:					

Ser	Role	Name	Mobile	email	Remarks
1.	Developer - site Point of Contact (PoC)				
2.	ICP - site PoC				
3.	COMER Contact PoC				
4.	Leep Customer Contact Centre	Customer Contact Centre	0333 005 0271	N/A	24/7 Service. Call this number out of hours (Wkg Hrs 08:00Hrs to 17:00hrs)
5.	1 st Point of Contact Wkg Hrs Leep PM				Wkg Hrs only (08:00Hrs to 17:00hrs)
6.	In the absence of PM Leep Business Operations Support Team	Leep Connections Team			Weekdays: 08:30Hrs to 17:00Hrs
7.	Leep LV Control Emergencies Only	Duty Control Engineer	0161 513 2736. This is for both in and out of hours.	control@leeputilities.co.uk	24/7 Service For reporting cable damages and to report customers off supply ONLY.
8.	2 nd Point of Contact Wkg Hrs Leep Project Support	Support Team	TBC (Leep teams - forward)	Project.support @leep utilities.co.uk	Wkg Hrs only (08:00Hrs to 17:00hrs)
9.	As Laid Update Email PM & pd SharePoint	Email PM	N/A	pdsharp@leeputilities.co.uk	As Laid issued for LV main and or service connections.

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