



JAGUAR
BUILDING SERVICES

Jaguar Building Services

Quarterly

NEWSLETTER

April 2019



HIGHLIGHTS

A note from Steve Jackaman, Operations Director

Steve Jackaman provides a business update as we enter into the second quarter of 2019 (pg. 2).

Employee of the Quarter

Find out the Winners, Runners up and Nominees of our Employee of the Quarter scheme! (pg. 8).

'A Day in the Life' of a Site Manager

We have a chat with Darren Stevens to find out what life is like being a site manager at St Magnus House (pg. 10).

A Chance to WIN!

We're giving away another prize to anyone who can answer our second technical question or name our Newsletter! All answers to be submitted by the 17th June (pg. 19).

Pictured: Andrew Ghagan, Support Engineering Supervisor. Andrew has been with Jaguar since November 2016

Photo taken at Tower Bridge House, part of Jaguar's portfolio since 2016

Issue 2

A note from Steve Jackaman, Operations Director



**Steve Jackaman,
Operations Director**

“

What a fantastic start to 2019! A great first quarter has seen the addition of some impressive new accounts along with the retention of some existing ones.

I mentioned in the first newsletter of our intention to keep you up to date with what's going on in and around the business and our second newsletter is packed with lots of interesting information and detail about your company.

”

We have had a great start to 2019, and we would like to thank everyone for the hard work so far

"I mentioned in the first newsletter of our intention to keep you up to date with what's going on in and around the business and our second newsletter is packed with lots of interesting information and detail about your company. There's information on our two new directors, an update from Jaguar Projects and some guidance on your company pension. We have an article on our wonderful Accounts team and provide you with an insight into the department who ensure you all get paid on time! We have the results of our first 'Employee of the Quarter' competition. Massive congratulations to those of you who won or were nominated, keep up the great work! Our Site Manager feature focuses on Darren Stevens. Darren has been with the business a while now and I hope you enjoy reading his views on his role and life at St Magnus House. He manages an excellent account despite a questionable taste in football teams! Our regular 'Supporting the Community' feature highlights some of the great things you've all been doing outside of work. Please keep Rebekka posted on your activities away from the business as we'd love to include them in our next

newsletter. Our site feature focuses on 33 Cavendish Square. I know the building and the 33CS team very well as it was my very first contract as an Account Manager 10 years ago. Bill, Steve and the guys do a fantastic job on this account so it's great to feature them in the newsletter and highlight the fabulous work they do. We also have a plea for help, our Newsletter needs a name! Can I ask you to all to put your thinking caps on and come up with a catchy name. We'd ideally like one in place for the next edition so whoever provides us with the new name will win a prize! Finally, a quick note on Rhona. As most of you are probably aware, Rhona was involved in a serious accident back in January and suffered multiple injuries. After a long stay in hospital she's now recovering at home. We all miss her at Head Office, but hope to see her back with us soon. Thank you all for your ongoing support. If you have ideas for future newsletters or would like to feature then please contact Rebekka."

Quarterly Commercial Update

In the last quarter, we have successfully secured a total of six new landlord contracts. We didn't lose a single static site in 2018, which is a great achievement that would not be possible without the continued hard work and dedication shown by our site teams and head office alike!

New Wins



One Bishops Square (Allen & Overy), E1



Royal Albert Dock, E16



33 Gracechurch Street, EC3



55 Gracechurch Street, EC3



50 Broadway, SW1



1 King William Street, EC4

Successful Re-tenders

We would like to thank the engineering teams across our Cushman & Wakefield sites, and at 1 St Martins Le Grand. Their hard work over the years has been a huge part of retaining these contracts, and achieving an excellent reputation within the industry.



1 St Martins Le Grand, EC1



Ibex House, EC3



New Fetter Place, EC4



Warwick Court, EC4



67 Lombard Street, EC3



St Magnus House, EC3



1 Plough Place, EC4

New Director Appointment



Liza McGuigan,
Associate Director &
Head of Finance



Rhona Smith,
Associate Director &
Business Development Manager

Rhona Smith and Liza McGuigan are the new additions to Jaguar's Board of Directors. With a combined service in excess of 40 years, both have been recognised for their tireless effort, support and contribution to the business. Congratulations ladies!

"Firstly, thank you to all those who have sent messages of congratulations and support, it really is appreciated.

Having started at a head office of just 6 staff, before a downturn reduced us further, it's fantastic to look around & see how far we've come.

I've always felt happy and proud to work for a company that I believe in. Whether dealing with clients, staff, or suppliers our starting point is always to "do the right thing" whatever that may be.

As part of the Jaguar board I hope to ensure that, even in this superb period of continual growth, we hold true to our founding ethos and continue to build on our strong reputation in the market whilst maintaining our family feeling."

Liza McGuigan, Associate Director and Head of Finance.

"I look forward to supporting and developing the next generation of Jaguar, aiming for consistent improvement and never forgetting our commitment to customer satisfaction."

"When I was first hired as an administrator at Jaguar, I was lucky enough to work closely with excellent senior colleagues, who provided me with great support, enabling me to understand the company culture whilst learning the ropes of the M&E industry.

As I progressed there were challenging times, but I always understood that the continued success we enjoy, was due to the entire Jaguar team working in unity to support the sites and the customers.

Our company has gone from strength to strength over the years, and it's a great privilege to now be a part of the senior team.

I look forward to supporting and developing the next generation of Jaguar, aiming for consistent improvement and never forgetting our commitment to customer satisfaction." **Rhona Smith, Associate Director and Business Development Manager.**



JAGUAR PROJECTS DIVISION

Our Projects division have had another busy quarter, winning several new Projects including the replacement of 78 FCUs and Trend BMS system at Capital Court, Uxbridge and the air & water rebalancing works at 8-10 New Fetter Place.

CASE STUDY Adam St.

Adam Street Central Plant replacement



Boilers



Chillers



Boilers



Owen Mackinlay, Senior Project Manager led the Adam St. project

Following the successful conclusion of the heating and ventilation plant installation works at 15 Adam Street, our Projects Team have now completed the final phase of the cooling plant replacement project.

The existing 500kW chiller has been replaced with a new modern equivalent. Works included road closure of The Strand, crane lifting operations, pipework & electrical modifications, and integration of the new chiller to the building management system.

CASE STUDY Nova

Nova Victoria - Welfare Suite installation

Jaguar were appointed to install a new welfare suite for SSE, located within the Basement (level 2) at Nova Victoria. The project consisted of:

- A brand new kitchen installation
- New lighting and lighting controls
- New mains cold water supply, complete with a shower room and AC
- Installation of new flooring

Byron Trew, Projects Manager who led the project at Nova Victoria said: "The project, although small, presented quite a few challenges as there were no existing services for connections to be easily made. Through meticulous planning and coordination with the building engineering team and subcontractors, we were able to install a new fully working welfare suite for SSE's demise."



Byron Trew, Projects Manager

Our Project Capabilities

- Full CDM compliant Project delivery
- Chiller Replacement
- Cooling Tower and Dry Air Cooler Replacement
- Heat pumps and heat recovery Systems
- BEMS associated with HVAC services
- Boiler & Pump Replacement
- HV / LV and PDU and DB Board Installations
- Electrical Power Distribution Systems
- CRAC unit installations
- Lighting Systems & Controls
- Office Refurbishment to CAT 5/6 spec
- Full Design & Build Packages
- Air Handling Units / Fan Coil Units / VAV Boxes
- Access Control / Security Systems / CCTV
- Fire Protection Systems including Sprinkler Systems
- Commissioning engineers for validation of air and water
- Plant movements and crange where required
- CAD and 3D Modelling
- BIM Modelling

Let's talk about pensions

How it works:

You contribute directly from your pay; Jaguar Building Services will contribute and you may also receive tax relief. See below an example based on a 5% employee contribution deducted from Net pay, 3% employer contribution using an annual salary of £30,000:



We have put together a series of Frequently Asked Questions to explain what is happening, why and when. If you have any unanswered questions, please contact: info@cobens.co.uk or call 01622 522 777



Why are the minimum pension contributions increasing again?

As part of Auto Enrolment legislation, the Government requires all employers to pay at least the minimum contribution amounts in to a Qualifying Workplace Pension scheme. The minimum contribution rates for Jaguar Building Services first increased in April 2018 and are due to increase for the second time in April 2019.

Will it affect me?

If you are a current member of the pension scheme, contributing the current minimum employee contribution of 3% then yes, you will be affected. Your contributions will increase to 5% with effect from April 2019. There is nothing you need to do, payroll will increase this automatically.

If you are an eligible employee due to be enrolled in the future, you will be automatically enrolled on the increased minimum employee contribution of 5%. An eligible employee is anyone aged 22 but under 65 and earning £10,000 pa or more. All eligible employees will be enrolled after 3 months postponement.

If you have already elected to increase your contributions and are paying 5% or more, your personal contributions will be unaffected.

When will the increased contribution come out of my pay?

The increased deduction will be taken from the first pay date which falls on or after 1st April 2019.

Do I have to join the scheme?

All eligible employees have been, or will be automatically enrolled in the scheme.

The Government are asking all employers to actively encourage their employees to remain within the scheme and we strongly recommend you remain in the scheme and continue saving for your retirement. Plus, Jaguar Building Services will help with your savings by making their own increased employer contribution. If you wish to opt out we recommend that you speak with Cobens directly.

I would like to contribute more than the minimum contribution to build up my retirement savings, how do I do this?

To increase your contributions, please contact Cobens to request a Contribution Variation form to authorise your increase.

You can decide to contribute as much as you like, up to the annual allowance of £40,000 per annum. You also have the option to contribute via Salary Sacrifice.

What is Salary Sacrifice?

This is a method by which you may contribute to a pension via deduction from your Gross pay. Your salary is reduced by the percentage that you want to contribute to your pension, in exchange for an equivalent extra contribution from your employer. This by setting up a direct debit from your own account to Royal London to continue adding has the effect of saving you Income Tax and National Insurance on any contributions that you make. Jaguar will also pay an extra amount into the pension based on National Insurance savings that they make as a

result of you choosing to contribute via this method.

What happens to my pension contributions if I leave Jaguar?

If you were to leave Jaguar, both your personal contribution and the company's contribution to the pension scheme will stop. If you would like to, you can continue your personal contributions to your retirement savings. However, you can only continue contributions on the same level at which you paid through Jaguar Building Services.

If you do nothing your pension will remain invested until you draw benefits, which can be done from age 55 onwards.

I have another pension scheme already, can my contributions be paid into this scheme?

Unfortunately, not. Jaguar will only be using one scheme for Auto Enrolment purposes.

OK, can I transfer my old scheme to my new pension?

Yes, it is likely that you can. First you need to give your permission to allow Cobens to contact your old pension provider. This can be done by requesting a Letter of Authority from us. We will then request information to determine whether your existing pension to be consolidated. There may be a fee for this work, Cobens will disclose this when they write to you.

The Pensions Regulator website www.thepensionsregulator.gov.uk offers advice to individuals about their entitlements to a pension scheme, and for further information on pensions and saving for later life you can visit: www.direct.gov.uk/workplace-pensions

If you have any other questions please contact Cobens at info@cobens.co.uk or 01622 522 777



Pictured left to right: Samantha Fleming, Sales Ledger Clerk; Glenda Anderson, Senior Accounts Assistant; Liza McGuigan, Head of Finance; Michael Dodsworth, Finance Manager; Amy Marchant, Accounts Assistant and Rianna Pitman, Purchase Leger Clerk.

How our Accounts Team can help...

It's the end of the tax year and we know that tax forms can be daunting, so our Accounts department have put together some information on expenses, benefits and P60's. Our team are always on hand to assist with any other queries you have regarding your wages, Focal Point and much more.

The Team

Our Head of Finance

Liza is always on hand to support everyone with any financial queries and so much more. Her 22 years at Jaguar makes her an excellent port of call for pretty much anything Jaguar related!

Michael is an all-rounder in our Accounts department. He can assist with any questions you have on all things accounts related,

including pensions, P60's, P11D's and Focal Point.

With 12 years of Jaguar accounting under her belt, **Glenda** is also a Jaguar veteran. Should you need a hand with any expense categories or submission dates, give her a call.

Samantha Fleming deals with the Additional Works quotes and billing. You will be hearing from

Sam if you have any incomplete AW's!

Amy Marchant is our Focal Point Guru. She can assist with any Focal Point enquiries, and also provides training for anyone who uses the system.

Last but not least, **Rianna** is responsible for handling supplier invoices and uploading them onto Focal Point. She is a vital part of our accounts team, and ensures the smooth running of the purchasing system.

P11Ds

If you have additional taxable benefits in your employment package, you will be aware of P11D tax forms. These forms are used to report additional benefits to HMRC for you to be taxed accordingly. P11Ds are normally issued around mid June for the previous tax year to the 5th April 2019. HMRC will adjust your tax code accordingly after they have collected these, and you will receive a copy either to your Jaguar email or through the post.

Expense Claim Forms

The submission due date for all expenses is the **10th of every month** (the same as the timesheet submission due date). Any expenses received after this will fall into the following month's pay. Make sure that you attach your receipts and get the appropriate approvals before you submit your claim for payment. Expense claim forms can be found on Jaguar's Intranet System.

P60s

Your P60 is an annual form that will be sent out in April to your Jaguar email address. It will show you the amount of your earnings for the tax year that runs 6th April – 5th April, along with total tax paid. It is vital that taxpayers keep their P60 safe as it is an essential part of the proof that tax has been paid. You only get one per year so make sure you make a copy and keep it safe. Should you need any further information on your P60, Liza and Michael will be happy to assist.

Did you know?

- Jaguar Building Services offers a £50 allowance for work boots every year.
- If you are a regular Display Screen Equipment user, we will cover the cost of your eye test plus a £60 allowance towards your glasses, reclaimed through expenses.

Employee of the Quarter

Our Winners



Thank you to everyone who took the time to vote for the Employee of the Month, which due to its success turned into Employee of the Quarter! Our winners and runners up were all assessed and chosen by our Directors. It's fantastic to see so many of you recognising excellent work amongst colleagues and friends.



Nick Jones, Site Supervisor at The Landmark



Nick was instrumental in supporting the replacement of a High Voltage Switchboard at The Landmark during normal working hours. He received excellent

feedback from his client for the correspondence throughout the task, and also from our Technical Services Department who praised him for ensuring all enabling works and temporary supplies had been completed in advance to allow the task to go smoothly. Well done Nick!



Kevin Howlett, Handyman at Credit Agricole



Kevin received excellent feedback from his client on his all round performance. They are very pleased with his levels of communication, his

volume & quality of work and the speed of his response for helpdesk tasks. They mentioned he regularly goes beyond what is asked of him and always provides them with daily feedback on his work. Congratulations Kevin!



Robert Golcz, Improver at 72 Welbeck Street



Since starting at 72 Welbeck Street, Rob has received excellent feedback continuously from both his client and his Account Manager.

Rob has regularly gone above and beyond his position as an Improver, and has stepped up to provide additional support and take on more responsibility during a period when 72 Welbeck Street was without a Site Manager. Fantastic work Rob, well done!

Runners up

Congratulations to our runners up shown below who also received recognition for their hard work



Dean Camilis, Mechanical Technician at The Landmark



Theo Angelidis, Electrical Technician at St Botolph Building



Julie Walker, Site Administrator at Nova Victoria



Billy Hays, Site Manager at 41 Lothbury



Paul Murphy, Site Supervisor at Kings Place - tenants

Employee of the Quarter **continued**

We have listed all individuals who were nominated throughout the last quarter. It is through the dedication from all of the staff at Jaguar that we maintain our excellent reputation in the industry. Thank you all for your hard work!

The Nominees



Rachel Thomas, Mobilisation & Contracts Administrator at Head Office

Paul O'Neil, Site Supervisor at Berkeley Square House

Alfie Squires, Electrical Technician at 90 Long Acre

Charlotte Gunnell, Site Administrator at City Point

Louise Davies, Health & Safety Manager at Head Office

Ali Hateb, Mechanical Technician at Mid City Place

Stevie Masters, Site Administrator at Berkeley Square House

Rob Clayton, Technical Assessor at Head Office

Catherine Waite, General Administrator at Head Office

Katie Jessop, Mobilisation & Contracts Administrator at Head Office

Demi Richards, CAFM Supervisor at Head Office

Luke Poole, Account Manager at Head Office

Ken Ward, Mechanical Technician at City Point

Chris Carter, Electrical Technician at Simmons & Simmons

Peter Jefferies, Fabric Technician at City Point

Get Voting!

Voting will re-open on the 1st of May. Please vote through our online survey tool at:

www.surveymonkey.com/r/SH3JQVX

If you need any help making your nomination, or have any questions please contact Rebekka on:

T: **0207 071 0748**

E: **rgough@jbs-ltd.co.uk**

'A Day in the Life' of a Site Manager at Jaguar



Darren Stevens, Site Manager at St Magnus House

We had a chat with Darren Stevens, Site Manager at St Magnus House. In his 7 years onsite, Darren has gained extensive knowledge of the building, and has seen many changes occur since Jaguar were awarded the contract back in May 2011.

What do you think is the biggest challenge you have faced as a Site Manager?

I believe the most challenging aspect of site management concerns the handling of difficult issues, and the timing of when to have those hard conversations. Problems may have arisen due to contractors' mistakes, equipment failures etc., and therefore client expectations are not met.

How do you deal with difficult situations that occur onsite?

I try to resolve the issues as quick as possible, I have found that effective communication is the most important

part of the process. The best approach is to get things out in the open at the earliest opportunity and do not allow the situations to fester. Consider a plan of action and try to be quick about it. I have known good people take issues home and let it worry them; it does them no good in the long run. Besides, the problem is still there when they return to work the next day.

Have there been any instances with the building that have really stuck out for you?

During my seven years as the Site Manager of St Magnus House, I have had a few issues with the buildings electrical and mechanical systems.



On only my second day, the fire brigade unnecessarily attended site for a false alarm on the fire system. This led to me sitting down with the Building Manager and rewriting a fire alarm procedure that had been in place for many years. Since then, I am pleased to say, there has not been a reoccurrence of this issue.

What do you like doing in your spare time?

My two great loves are travel and writing. Over the past five years I have managed to combine the two and I now have India Travels and Peru Travels published on Amazon (both at reasonable prices!). Mexico Travels and China Travels are also in production. Travelling to see the modern Seven Wonders of the World and writing about my adventures has truly opened my eyes. From sampling the tempting curries of Northern India to crossing the Andes on horseback, at almost every turn I learned something new about the world and at times myself. I am sure that those with an adventurous outlook know what I mean when I say that 'life is for living', so enjoy it!

We wish Darren the best of luck in his future travels!

“I knew from experience that it was vital I quickly learned how the key systems operated – not only for functional purposes but also in case of failure, which can occur when least expected.”





Health & Safety Update

We would like to welcome Lauren Jackaman to our H&S team

Lauren is our new Health and Safety Administrator. Lauren is looking forward to learning more about the mechanical and electrical industry.



DDI: 0207 071 0746

Email: ljackaman@jbs-ltd.co.uk

If you would like to be booked onto a permit training course please contact Lauren who will book your place.

Permit to Work Training

As you will be aware Jaguar have a permit to work system with carbon copy permit books. We have recently completed a review of the procedure and associated authorised person permit training course. Our policy is to reduce the number of employees who can issue permits.

Safety Alert

You should have received our latest safety alert regarding the reclassification of welding fumes. We are aware that welding activities are not a common occurrence on site, however from time to time contractors do undertake welding. If welding activities are undertaken, contractors must ensure they comply with the recommended control measures. General ventilation does not achieve the essential welding fume exposure control. Control of exposure to carcinogenic fumes requires more effective engineering controls, such as local exhaust ventilation (LEV), which allows for at-source fume extraction thus preventing welding fume from spreading into the surrounding workplace and entering



Did you know?

- You can only issue a JBS permit if you have received our authorised persons course and are issued an authorised persons certificate.
- The employees who should be issuing permits are: site managers, supervisors, shift leaders etc., as there is a level of responsibility that comes with signing off permits.

the worker's breathing zone. Please Note: If LEV is unable to control fume capture, then Respiratory Protective Equipment (RPE) is also required. Appropriate RPE should also be provided for welding outdoors. HSE will no longer accept any welding undertaken without suitable exposure control measures in place as there is no known level of safe exposure.

Just a quick reminder to continue returning your monthly toolbox talks. In February we had a return rate of 86%. We will continue to monitor returns and those sites who regularly do not return toolbox talks will be contacted.

Need to talk?



FREE Employee Support Hub

Your Employee Support Hub includes a telephone line that puts you in contact with qualified therapists – plus lots of information on mental health and wellbeing issues

A team of qualified therapists is on hand to offer support with a range of emotional, legal, and financial issues, and is available from:
8am–8.30pm Monday to Friday
10am–4pm Saturday

To access the phone line and other helpful resources for free, simply log in to your Perkbox account, search ‘Employee Support Hub’, and click ‘Get this perk’

Free mobile phone insurance

Save £179.00

Cover your smartphone against theft, loss and accidental damage, at home and around the world with free phone insurance.



Free tickets for Grand Designs Live

SAVE
£12.00



Save on drinks and popcorn at Cineworld

SAVE
32.5%



Discover gifts for every occasion

SAVE
15%

Spotlight on a Site: 33 Cavendish Sq.

Building Facts

Client: Avison Young

Square Footage: 200,000 ft²

Number of floors: 21 plus basement – office tenant areas 2-19th

Size of team: 6 – Manager, Administrator, 4 x Shift Engineers

Staff coverage: 7am – 7pm, Monday to Sunday

Chillers: 3 x Screw Chillers A&B units each 878kw

Boilers: 2 x Gas Fired 1000kW each

Generators: 1 x 400kva 415v for life support system only

Electrical Supply: 10 UKPN infeeds at 415 volts

Cooling Towers: 2 x Cooling Towers in 2013 replaced dry air coolers



Bill Cowle, Site Manager

33 Cavendish Square is an office building in Marylebone. It has been part of Jaguar's portfolio since 2008. We met the team and found out a bit more about the site...

Bill Cowle started his career with Jaguar as the Site Manager at 33 Cavendish Square back in 2009 when Jaguar first took over the M&E contract. However, he has actually been a part of the building an impressive 16 years! Bill moved from South Africa to start his retirement in March 2004, however ended up managing the site at 33 Cavendish Square shortly after his move to the UK. Bill commented: "We have a very low turnover of engineers at 33 Cavendish, and I think this makes a real difference to our service delivery. Due to the longstanding team members, we have an in-depth knowledge of the building that is rare to find. I believe that forming key relationships with subcontractors, tenants, and the building management team is essential for the success of the contract. We have an excellent sense of team spirit here and the whole team, including the building management team, have a great

attitude."

The current team of 6 is headed by Bill as the Site Manager; Steve Broughton, who is the onsite administrator; Mick Shaw, Mechanical Engineer; Joao Cabacinha, the Electrical Engineer; Ben Abel, Mechanical Technician and Ken Walter, Electrical Technician. The site is always busy, and requires 4 x shift engineers from 7am - 7pm Monday to Sunday. The latest addition to the team is Hristo, who is currently obtaining his electrical qualifications through Jaguar's Apprenticeship Scheme. Hristo helped to complete Plate Heat Exchanger replacement works back in January, and wrote a detailed report as part of his training. Bill and the team are making sure that Hristo gets a wide variety of scenarios at 33CS!

It was a pleasure to meet one of our longest serving site managers, whose dedication and passion for his team and the building is second to none.



Introducing the team at 33 Cavendish Square from left to right: Steve Broughton, Site Administrator; Mick Shaw, Mechanical Engineer; Bill Cowle, Site Manager; Joao Cabacinha, Electrical Engineer and Hristo Slavov, Jaguar Apprentice.



Garry Price
Account Manager at
33 Cavendish Sq.



Roger Starling
Senior
Account Manager



Steve Jackaman
Operations
Director



Supporting our community

Ivy Street Family Centre

Many of you may be aware that Jaguar support the Ivy Street Family Centre. We are delighted to announce that over the last 12 months we have raised over a whopping £18,000!

Angela Large, Director of Services at the Ivy St. Centre, commented: "Jaguar's financial contribution enables us to continue the work of the centre and provides a much needed stable income, as grants and other donations become harder to access. We are very grateful for all the support we receive from Jaguar, and in

£18,000 raised!



particular to Paul Roberts who has been a consistent and thoughtful supporter for a number of years." The Ivy Street Family Centre in the centre of Hoxton, provides a much needed space for local families to meet and play with their young children. Their Growbaby service also provides high quality donated baby clothes and equipment for vulnerable local families and is a very well used and loved service, helping around 100 families a year.



Danson Runners

On the 10th of March, a few of the Danson Runners took part in the 'Big Half' London half Marathon. Jenny Graham, Danson Runner and Lead CAFM Supervisor, ran to raise money for the Greenwich & Bexley Community Hospice. Jenny managed to raise an impressive £660 in just a couple of weeks! Well done Jen!

Glebe FC - Under 8s & Under 13s

Jaguar support Glebe FC by sponsoring various occasions, and helped purchase the teams new kit. The under 8s and under 13s are both doing fantastically well this season.



New kits for Chelmsford FC!

Chelmsford Under 13s

Jaguar have sponsored Chelmsford Under 13s since January 2019. The team have been playing together for seven years, starting at a 'Little Kickers' training group which teaches youngsters how to play football. The team now train at Hannakins Farm Community Centre in Billericay, and have been fortunate to receive a grant to install a new floodlit 4G surface in 2018. The work that these guys put in is paying off as the team are top of the under thirteens Premier League!

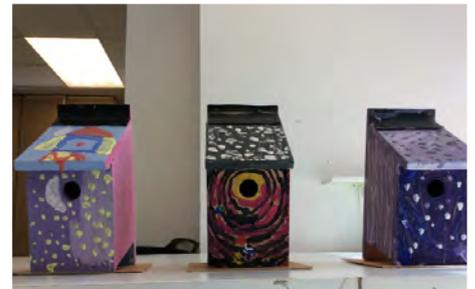
Our community at Jaguar have been busy over the last quarter: training for events, challenges, engaging with the community, and much more! Here's a little insight into what everyone has been up to...

An InSite into our Community OnSite



Stuart and Jaime from One Bishops Square help local children

Jaime Grela, Fabric Technician, and Stuart Dye, Fabric Supervisor from One Bishops Square (Allen & Overy) used their fabric skills to help children from a local primary school build bird boxes from scratch. The experience was a success, with some great results at the end of the day. Year 5 teacher, Oliver Payne, commented: "A big thank you to Allen and Overy for coming yesterday and helping Year 5 with the bird boxes. They had such a great time and also learnt a lot as well."



Andrew Ghagan, Engineering Support Supervisor will be running the London Marathon on Sunday 28th April to raise money for Sycamore Trust U.K. To support Andrew visit www.justgiving.com/fundraising/andrew-ghagan.



Grace Roberts, based at head office has taken on the challenge of cycling 52 miles from London to Brighton for the British Heart Foundation. She's been training every weekend for the event, so any support would be greatly appreciated. To donate please visit Grace's Just Giving page at www.justgiving.com/fundraising/gracelouiseroberts.



Health and Safety Manager, Louise Davies will be walking 10k around Bloomsbury Square on the 8th June for Crohn's and Colitis UK. It's a charity close to Louise's heart and

will help to raise vital funds to make a difference to those living with Crohn's and Colitis. Good luck Louise!



Associate Director Rhona Smith was involved in a serious road traffic accident in January on her way into the office. She has undergone several operations and has overcome the odds with her positive mindset and fantastic sense of humour. We are pleased to say that she is now recovering well at home.

If you have any stories you would like featured, please get in touch. Email Rebekka at: rgough@jbs-ltd.co.uk

Upcoming Jaguar Events and Courses

Join us for the Annual Merchant Square Dragon Boat Race! This year the race will be held on Thursday 25th July - 5pm- 9pm.

We're in need of 11 crew members, and lots of supporters to cheer us on. It's a great evening and a lot of fun! So please do get in touch.

Last year the Jaguar Pirates came in 7th out of 20! Our aim is to beat our time last year and raise even more money for charity COSMIC (Children of St Mary's Intensive Care).



| Team | Time | Position |
|---------------------|-------|----------|
| KINGFISHER | 47:85 | 2 |
| SHOOSHON WHITE | 48:34 | 3 |
| BSI OXFORD | 48:45 | 4 |
| 50-THE AVERAGE 306x | 49:51 | 5 |
| NONYMOUS 6x | 49:09 | 6 |
| TEAM SPONSOR 6000x | 49:11 | 7 |
| JAGUARS | 49:52 | 8 |
| ORPHEUS ZEPHYR | 50:42 | 9 |
| PLUM WINGS | 51:11 | 10 |
| JPC | 51:43 | 11 |
| BLUE STRIP | 52:33 | 12 |
| DUNDEE SEWERS | 53:03 | 13 |

To become a crew member, please contact Rebekka Gough:
rgough@jbs-ltd.co.uk

Confirmed course dates

| COURSE TYPE | DATE | LOCATION |
|--|---------------------------|-------------|
| L8 Training | 1st May 2019 | Head Office |
| IOSH Managing Safely Training (3 day course) | 8th, 9th, 10th May 2019 | Head Office |
| Permit to Work Training | Monday 13th May 2019 | Head Office |
| Cooling Towers Training | Wednesday 29th May 2019 | Head Office |
| Emergency First Aid at Work Training | Tuesday the 4th June 2019 | Head Office |
| Permit to Work Training | Wednesday 5th June 2019 | Head Office |
| IOSH Managing Safely Training (3 day course) | 19th 20th 21st June | Head Office |

There are TWO prizes to be won in April's issue. One if you can name our Newsletter and another if you can answer the technical question. Good luck!

WIN Your Chance to Win

Answer our technical question and submit your answer to Rebekka by the 10th June via email to:

rgough@jbs-ltd.co.uk

Everyone can enter whether you are technical or non-technical! As long as you send the correct answer to the above email address, your name will be entered into a prize draw. The winner will be informed via email and announced in the next issue. Good luck!

The winner of January's technical question prize draw was Daniel Sterry, Mobilisation Engineer. Daniel is currently onsite mobilising one of our most recent contracts, 55 Gracechurch Street. Well done Daniel!



Daniel Sterry, Mobilisation Engineer

Technical Question

I am usually connected to a closed water system. My purpose is to allow chemicals to be manually added to the system I'm connected to. I have flow and return connections, an inlet funnel and a drain point. **What am I?**

Can you name all of these Jaguar sites?



Name our Newsletter!

Our newsletter needs a name! Please put your thinking caps on, and come up with a catchy title. We'd ideally like one in place for the next edition so whoever provides us with the new name will win a prize!

Vacancies

- 5 MERCHANT SQ. - ELECTRICAL TECHNICIAN
- 5 MERCHANT SQ. - MECHANICAL ENGINEER
- CENTRE POINT - SITE ENGINEER
- CENTRE POINT - SITE SUPERVISOR
- ONE LONDON WALL - ELECTRICAL TECHNICIAN
- ALPHABETA BUILDING - ELECTRICAL TECHNICIAN
- ANGEL COURT - MECHANICAL TECHNICIAN
- ST. BOTOLPHS BUILDING - SITE SUPERVISOR
- ST. BOTOLPHS BUILDING - ELECTRICAL TECHNICIAN
- ROVING ENGINEERS ALSO WANTED TO JOIN OUR TEAM

Should you know of anyone to fill the above positions, please contact Grace Roberts.

Tel: 0207 071 0701

Email: groberts@jbs-ltd.co.uk



Jaguar Building Services
6 Gracechurch Street
London, EC3V 0AT
Tel: 0207 071 0700
Email: enquiries@jbs-ltd.co.uk
Twitter: @JBSMaintenance
www.jbs-ltd.co.uk

Do you know someone who would like to join our team?

Jaguar Building Services offer excellent finders fees to all employees who put forward successful candidates.

£1,000 for non-technical positions and **£2,000** for technical, supervisory, or managerial positions. The fee is payable to you upon the new employee successfully completing their 3 month probationary period.

Quiz Answers



Alphabeta Building, EC2



150 Cheapside, EC2



72 Welbeck Street, W1G



Victoria House, WC1



30 North Colonnade, E14



One Carter Lane, EC4