

Andrew Stowell  
Northbrook College  
Littlehampton Road  
Worthing  
West Sussex  
BN12 6NU

23<sup>rd</sup> March 2012

Alex Watson  
Business Manager  
C&C Cleaning Services LTD  
2 Summersdeane  
Southwick  
West Sussex  
BN42 4QU  
info@candccleaningservicesltd.co.uk

Dear: Alex Watson

Thank you for your request for information dated 20/03/12 and received on 20/03/12 concerning window cleaning. This request has been handled under the Freedom of Information Act 2000.

I am writing to inform you that we have searched our records and the information you requested is not held by Northbrook College as there are no formal contracts for window cleaning services.

Mr. Simon Brodrick is Northbrook College's estates manager and would be the best contact regarding window cleaning services in the future. T:01903 606464 Email: s.brodrick@nbc.ac.uk

If you are unhappy with the way your request for information has been handled, you can request a review by writing to:


Andrew Stowell  
Marketing & Communications Manager  
Northbrook College  
Littlehampton Road  
Worthing West Sussex  
BN12 6NU

If you remain dissatisfied with the handling of your request or complaint, you have a right to appeal to the Information Commissioner at:

The Information Commissioner's Office, Wycliffe House, Water Lane,  
Wilmslow, Cheshire, SK9 5AF.  
Telephone: 08456 30 60 60 or 01625 54 57 45 Website:www.ico.gov.uk

There is no charge for making an appeal.

Yours sincerely,



Andrew Stowell  
Marketing and Communications Manager