



NOTICE 36-2019: Removal of Ceiling Tiles and Cleaning of Ceiling Loft - Ground Floor, Port Administration Building, Port of Point Lisas

December 13th, 2019

Please be advised that a cleaning exercise will be conducted on the Ground Floor of the Port Administration Building on **Saturday 14th December 2019 and Sunday 15th December, 2019**. Consequently, this area will be inaccessible until this exercise is completed.

To facilitate the continuity of operations, the undermentioned offices will be relocated as follows:

Department	Date/Time of Relocation	Relocated to	Contact Nos.
Security Port Charge Room	Friday 13 th December 2019 at 1500hours	Port In-gate where Port Gate Passes can be obtained. PLIPDECO officers will be stationed at PLIPDECO House (Old TRU office).	Tel:290-0978 (Operations) Tel: 775 8545 (TRU)
Timekeeping	Friday 13 th December, 2019 at 1500hours	HSE Main Office	Radio on Channels 1 to 5 or at Tel: 636-2201 Ext. 2275
Pre-gate and Demurrage	Friday 13 th December, 2019 at 1900 hours	Port In-gate	
Customs and Excise Division and Immigration Division	Friday 13 th December, 2019 at 1500 hours	Marine Interdiction Unit (MIU) Building, Port of Point Lisas	Tel: 636-0667 or Mr. Marvin Raymond, Immigration Officer IV at Mobile: 379-7938

Further, from 0700 hours on Saturday 14th December, 2019 the Emergency Exit on the 2nd floor Port Administration Building will be utilized to gain access to the following Departments; the entrance is at the Generator compound which is to the South of the Port Canteen.

1. Assistant Terminal Operations Supervisor (ATOS)
2. Planning
3. Harbour and Marine

It should be noted the Port Cashier will operate as normal until 1800 hours on Friday 13th, 2019.

The Ground Floor, Port Administration Building will be accessible on Monday 16th December, 2019 from 0700 hours.

We apologize for any inconvenience which may be caused.

Sincerely,

**Marketing and Business Development Department
PLIPDECO**

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