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## Executive summary

### **Building Managers report & summary - Mar/April 2015**

See attached building managers report and summary March / April 2015.

Documents: 1. [View Attachment](#) 2. [View Attachment](#)

Status: Completed

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### **Motion 4 - Building managers report saved in MYBOS for EC to access**

The BM has saved the BM report in MYBOS for the EC to access as instructed.

Status: Completed

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### **By-Law compliance**

The BM has identified the following windows with timber blinds installed.

Apt. 220  
Apt. 222  
Apt. 410

The BM will await instructions to proceed.

Status: Completed

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## By-Law Breaches

### **Apt. 306 - Non compliant screen**

The BM has notified the agent of apartment the screen attached to their courtyard fence is non compliant and not in keeping with the Mondrian. The screen has been removed.

Status: Completed

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## Incident

### **CCTV camera stolen from building 2**

The new infrared CCTV camera has been stolen from building 2 awning. The BM has located the event on the CCTV and contacted the police. The footage will be provided to the police. If required the EC can make an insurance claim on the camera. A new camera for building 2 has been included in the current camera upgrade. The BM is waiting for approval from security committee to proceed.

ECD - 30<sup>th</sup> July 2015

Status: In progress



## Risk Assessment

### **Mondrian roof - safety upgrade**

Some safety issues have been raised in relation to the Mondrian rooftops. Building management has requested Inov8 access inspect and provide a recommendation/quote on making the Mondrian roof safe & compliant for contractors to work on. In the near future, the Mondrian rooftop will be accessed by painters and various other contractors for future works.

ECD (estimated completion date) - 30th Nov. 2015.

Documents: 1. [View Attachment](#) 2. [View Attachment](#)

Status: In progress

## Repair and Maintenance

### **Georg Fisher / Instaflex Hot water pipes - Basement car park**

The BM has supplied two further options to the EC from MRC plumbing on the following:

1. Replace a portion of the Instaflex pipe between B1 & B2 basement car park (currently marked with yellow caution tape)
2. Replace the ferrals only between B1 & B2 basement car park. (MRC quote)

Estimated completion date - August 30th 2015.

Documents: 1. [View Attachment](#) 2. [View Attachment](#)

Status: In progress



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### **Sprinkler - Jacking pump faulty**

AFT have advised the Sprinkler jacking pump is faulty and not holding the correct pressure.

A work order has been issued to AFT to replace jacking pump.

ECD - 30th June 2015

Status: In progress



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### **Repair & Maintenance program 2015**

See attached repair & maintenance program for 2015.

Documents: 1. [View Attachment](#)

Status: In progress

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### **Perimeter Drainage program**

The BM has been working with Syd Maintenance to clear blocked perimeter drains in Mondrian. The drains become blocked with tree roots/debris/dirt etc. Agricultural pipe is being installed at the time of stone replacement to enhance/assist with water drainage. Attached is a plan of what drains have been cleaned to date. The BM will monitoring further problem drains and act accordingly. The BM is purchasing pebbles direct from BC Sands saving the OC cost. The BM is also now using Syds Maintenance instead of a plumber to replace stones were needed. This is also a cost saving for the OC.

Documents: 1. [View Attachment](#) 2. [View Attachment](#)

Status: In progress



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### **Paint damage to apartment front doors & walls**

As instructed the BM has received a quote from Excellence in painting to rectify the damaged doors. Strata Plus has been forwarded the quote and will advise when to proceed.

The cleaners insurance company has contacted Excellence in painting requesting insurance details with the intention to proceed with the repainting of the doors in building 3.

The cleaners insurer has issued a work order for Excellence in Painting to proceed with repainting the damaged doors.

ECD - 30th June 2015

Documents: 1. [View Attachment](#)

Status: In progress



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### **Repairs to courtyard gates**

The BM has issued a PO to St Peters Engineering to proceed with the replacement of hinges on building 4 courtyard gate. Further works on the gate will include the filling holes from previous works and painting of steel and timber straps. Both Building 4 & Building 2/3 courtyard gates will be worked on.  
Estimated completion date 30th June 2015.

Status: In progress

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### **Instaflex supplies**

Georg Fisher has notified the BM that Marciano are no longer a supplier of Instaflex products. All Instaflex products need to be purchased from Georg Fisher in future..

Status: Completed

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### **Repairs to sliding doors 113 & 432**

The BM has instructed Metro locksmiths to repair Apts. 113 & 432 sliding doors.  
Estimated completed date - 8th May 2015

Status: Completed

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### **Rust removal & treatment Apt. 319 + 328**

The BM has instructed St Peters engineering to proceed with the removal & treatment of rust from Apts 328 & 319 steel window frames.  
Estimated completion date 30th June 2015.

Status: In progress

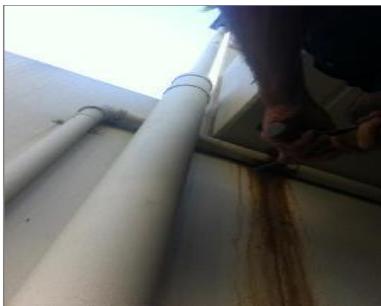
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### **Baloney drains not connected - Core hole required**

The BM & MRC plumbing are investigating the drain/floor waste on the south facing balcony in Apt. 110. When Everest flood tested the balcony and the drain was pulled out the water did not escape. This could also be the case with the upstairs balcony in apartment 110. MRC has inspected the drain with a fibre optic camera & thermal heat detector and it appears that the drain is not connected to the downpipe. The floor waste/drain in apartment 110 is not connected. The BM is working with MRC to find the solution to the issue which may involve core hole drilled and connecting a pipe to the downpipe. This item is included in a core hole program which will be forwarded to the EC.

Estimated completion date 30th July 2015

Status: In progress



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### **Apt. 215 Balconey Ceiling collapse**

Mondrian Insurance has approved works to proceed. Everest Consulting have been issued a PO to proceed.

ECD - 30th June 2015

Status: In progress



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### **Apt. 313 - Leak in bedroom**

The owner of Apt. 313 has advised water is leaking into their bedroom. The BM is working with contractors to resolve the issue.

Estimated completion ECD – July 30th 2015

Status: In progress

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### **Ceiling collapse in building 3 corridor - Level 5**

Mondrian Insurance has approved works to proceed. Everest consulting has been issued a work order to proceed.

Status: In progress



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### **Water ingress Apt. 401**

The Bm has received a compliant of water ingress to the bedroom of Apt. 401. The BM has instructed Noahs Ark to attend with a air mover to dry the carpet. The BM will investigate the cause of the leak.

Estimated completion date 30th July 2015.

Status: In progress

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### **Water ingress Apt. 418**

The BM has received a compliant of water ingress at the top of the stairs from in Apt. 418. The BM will investigate the Apt. next door with MRC plumbing to locate the leak and act accordingly.

Estimated completion date 30th July 2015.

Status: In progress

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### **Apt. 337 water ingress**

The occupant of Apt. 337 has advised water ingress into the bedroom. The BM is working with the estate agent and contractors to resolve the leak.

Estimated completion date 30th June 2015

Status: In progress

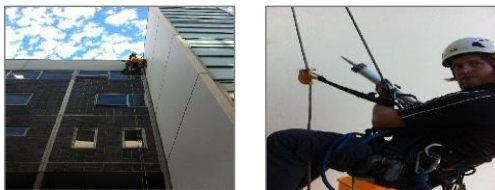
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### **Apt. 218 water ingress**

The Owner of apartment 218 has complained of water ingress to the second bedroom. The BM has inspected the sikaflex joints on the external wall of building 2 southern wall. The BM has instructed DJW to proceed with repairing the sikaflex joints.

DJW has completed the replacement of failed Sika joints above Apt. 218. Everest consulting have inspected the internal damage of the 2nd bedroom being buckled gyprock & skirting board. Everest will be providing a quote to repair the internal wall. The owner has been notified that the OC will not be funding the cost of the carpet repair or paintwork.

Status: In progress



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### **Apt 306 Mould appearing in the second bedroom ceiling**

The estate agent of Apt. 306 has advised mould is appearing in the second bedroom of Apt. 306. The BM is has instructed MRC plumbing to clear the drain on the balcony to improve drainage. The agent has also advised the exhaust fan is not operating. The BM will investigate.

Further investigations have revealed that the membrane internal on the downpipe is failing MRC plumbing has been instructed to install local membrane around the penetrating downpipe. MRC has completed reseal of downpipe penetration.

Estimated completion date 30th June 2015.

Status: In progress

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### **Faulty sliding door latch**

The BM has instructed Metro locksmiths to repair a faulty latch in Apt. 207.

Status: Completed

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### **Mondrian - light repairs**

Apt. 110 has a faulty balcony light that needs repairing. Also a faulty light up light has been identified on building 4 - some up lights also need to be re directed upward.

Status: Completed

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### **Apt. 114 Water ingress to light fitting**

The resident in Apt. 114 has notified the BM water has filled the light fitting in the bedroom. DJW have identified a potential water ingress location on the roof and sealed it. The leak has not returned to date.

Status: In progress

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### **Faulty door handle Apt. 318**

The owner of apartment 318 has advised the front door handle is faulty. The BM has authorized Bells Locksmiths to repair the issue.

Status: Completed

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### **Faulty smoke alarm replacement in Apt. 215**

The BM has instructed Crest Power to attend Mondrian to replace a faulty smoke alarm in Apt. 215. Crest has replaced smoke alarm. The alarm is now operating correctly.

Status: Completed

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### **Further pebbles drain cleaning**

The BM has instructed Bear plumbing to attend Mondrian to clean/clear further drains in the breeze way. The drains are full of dirt blocking water flow.

Status: Completed

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### **Blocked storm water drains**

The BM has been working with MRC plumbing to identify significant blockages in the basement stormwater pipes in Mondrian basement car park. The recent rains in April enabled the BM & MRC to locate and record "charged pipes" or blockages. With the assistance of a fibre optic plumbing camera numerous blockages have been identified and cleared. The BM will continue clearing blocked drains were necessary and report

accordingly. The BM has been inspecting the storm water plumbing in heavy rain and can report a marked reduction in leaks in the basement and ground floor courtyard drains backing up.

Status: Completed



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### **Sliding door & front gate lock faulty**

The BM has instructed Metro locksmiths to attend Apt. 322 to repair the southern bedroom sliding door & front gate lock.

Status: Completed

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### **Apt. 356 Window lock repair**

The BM has instructed Metro locksmiths to attend site to repair the bedroom window lock in Apt. 356. A metro locksmith has replaced the window lock. The window now operates correctly.

Status: Completed

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### **Hot water tank failure**

The valve motor on tank 6 failed causing 3 x hot water tanks to shut down. The BM had Rheem hot water onsite the same morning to replace the motor. Once the valve motor was replaced all hot water tanks begun functioning correctly. There are no further issues with the hot water tanks.

Status: Completed



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### **Check valve failure**

The Check valve in the waste water pit failed in the garbage room. MRC plumbing have replaced the check valve. The waste water pit no longer floods.

Status: Completed



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### **Faulty sliding door**

The owner of Apt. 209 has advised the BM the sliding door to the balcony is failing to open. The BM has instructed Metro Locksmiths to attend and repair the door. ECD - 26th of June.

Status: In progress

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### **AFT 6 monthly inspection and test results**

The BM has received the 6 monthly Inspection & test results for Mondrian. Nine items have been identified as non compliant.

- 3 x LED exit lights.
- 5 x emergency lights.
- 1 x fire hose reel replacement.
- 3 x tags

Total \$1445.00 + gst.

The BM has issued a PO to AFT to proceed with the quote provided.

The BM has confirmed with AFT all fire compliance items are up to date.

Status: In progress

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### **Building 1 - amplifier failure**

The amplifier in building 1 has failed. The BM has instructed TVSAT to replace the amplifier.

Status: Completed



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## **Programmed Maintenance**

### **Building Management Program Update**

Upon commencement of ABMS Services MYBOS had very little building information entered. The BM has been populating MYBOS to create a functional updated set of building management records. The following data has been entered in MYBOS:

- All Mondrian residents' current phone number, email, tenant/owner status. The BM can now group email or text all Mondrian residents through MYBOS
- Asset register has been created with installation dates of any building upgrades, warranties, serial numbers, and photos.
- Scheduled maintenance program has been created of all scheduled maintenance.
- In total 440 cases have been created by the BM.
- Cases being worked on are currently 59.
- Cases complete are currently 381. MYBOS is updated daily.

The BM continues to update the asset register with any new installations or repairs.

Status: In progress

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### **Pump maintenance program**

New World pumps have completed a maintenance program on all Mondrian Pumps. All pumps are operating correctly.

Documents: 1. [View Attachment](#)

Status: Completed

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### **Security Access Review**

A security fob audit was performed in 4th of April 2014. The BM is planning the next annual audit in July 2015.

ECD – 30 July 2015

Status: In progress

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### **New Phillips LEDs - Downlights**

The BM has ordered a sample box of Phillips LEDs to be installed in the common area corridors in all buildings. The light has the same specs as Verbatim. The Phillips LED is a reliable lights at a 35% cost reduction to Verbatim. The BM will match the Phillips with the existing lights for comparison and act accordingly.

Status: Completed

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### **New LED down lights ordered**

The BM has ordered further LED down lights for the lobbies & garden lights.

Status: Completed

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## **Insurance claims**

### **Replacement ceilings Building 3 & Apt 215**

The BM has issued a work order to Everest Consulting to proceed with the replacement ceilings in Building 3 (Level 4 & 5). Also Apt. 215 balcony ceiling is scheduled for replacement. The BM has confirmation from the Mondrian insurer to proceed with the works being a claimable item.

The BM has issued work orders for Everest to complete works.

Status: In progress

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## Upgrades

### **Request to sand & re -coat swimming pool deck**

Deck Revivals are on standby to sand and recoat the swimming pool decks when the pool painting is complete. The BM has maintained contact with deck revivals advising of a potential start date.

Estimated completion date – 30<sup>th</sup> July 2015.

Status: In progress

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### **Re-coating yellow safety bollards in basement**

The BM has instructed Rubie Handyman services to paint 4 x remaining yellow safety bollards in the basement car park. Rubie Services will also be rectifying the building 4 basement lift lobby bulkhead.

Estimated completion date 30.06.15.

Status: In progress



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### **Installation of hanging system in Mondrian lifts**

The protective curtains for Mondrian lifts have an ineffective hook hanging system with

hooks going missing and the curtains often falling. With the original Kone quote being to high the BM instructed St Peters Engineering to supply and install the capstans in all Mondrian lifts resulting in a significant cost saving to the Mondrian OC.

Status: Completed

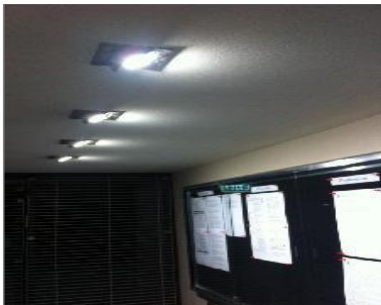


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### **Notice board light upgraded**

The existing noticeboard lighting in the basement car park lift lobbies is not effective. Only half the noticeboards are illuminated making it difficult to read the posted notices. The BM has instructed Crest Electrical to upgrade 6 x noticeboard lighting with a more effective gimble light fitting. Four x building 4 (main noticeboard) , One x building 2, One x building 3. The noticeboards are now illuminated correctly much improving notice reading.

Status: Completed



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### **Upgrade of building managers key cabinet**

The key cabinet in the BM office is not large enough making it difficult to manger resident keys and building keys. The BM has ordered and installed a larger key cabinet from officeworks.

Status: Completed



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### **New FSK**

The BM has ordered 1 x FSK for apt. 344. As instructed by Strata Plus.

Status: Completed

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### **New white pebbles ordered**

The BM has ordered 3 x tonne of new Cowra white pebbles for the perimeter drains in the breeze way / swimming pool. The BM has ordered the stones direct from BC sands. Buying the stones direct from the supplier is a cost saving for the OC. The BM is working with Syds maintenance to install the stones in the drains and pool side garden bed.

Status: Completed



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### **Installation of wire vent caps**

The BM has instructed MRC plumbing to install 10 x wire vent caps to the floor wastes in the first floor balconey on the above mentioned units. The wire vent caps will assist with preventing pebbles from blocking floor wastes and causing the balconies to flood. This is part of the program to improve water egress on the Short St balconies.

Status: Completed





## Fobs

### **New electronic security fobs ordered**

The BM instructed Abbco locksmiths to supply 50 x electronic security fobs to be stored in the BM office.

Status: In progress

## Defects - HOW

### **Short St courtyard lights**

Biltbeat have installed 10 x front door lights on the ground floor Short St. apartments. Biltbeta and the owners corporation have agreed that Biltbeta supply the labour to install the lights while the OC purchase the lights.

Estimated completion date 22nd June 2015.

Status: In progress



### **Alternative solution to Powell St stairs**

The BM & EC have been working with Biltbeta to finalize the Powell St light install. The Mondrian

EC have requested the sample light (see below) be used as the preferred light on the stairs. If the light passes the 200 Lumens compliance test the lights will be installed accordingly.



Status: In progress

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### **Swimming Pool upgrade**

The weather has not been co-operating with applying the pool paint. The BM has maintained contact with Bluewater for a start date. The week beginning 29<sup>th</sup> of June is looking favourable. The BM can confirm the pool will again be pumped out of Friday the 26<sup>th</sup> June.

See attached request for extension of time for pool work completion.

Wet Weather Extension of Time

Dear Mr Beresford

This letter will serve to confirm that due to the inclement weather we are experiencing which is beyond our control; refer to Clause S.C.7 Delays beyond Contractors Control of the Standard Contract. This will delay our completion of the work for which we are entitled to an extension of contract time.

Regarding the Epoxy Surface finish - the accompanying points are recommendations from the Epoxy Manufacturers on the application/curing process of the pool painting.

- The pool surface needs to dry a minimum of 3-4 warm sunny days.
- The pool surface must be thoroughly dry prior to priming / painting – moisture content in excess of 20% can cause failure.
- Three consecutive rain free days are recommended for the painting process.
- The presence of rain during the painting process may discolour the coating or cause failure.
- Always allow the coating to dry at least 7days in summer and 14days in winter prior to filling the pool

Also please be advised we are away on conference/training from 4<sup>th</sup> May, returning to work on 18<sup>th</sup> May 2015.

Please sign and date below and return a copy to us.

Signed on behalf of the SP69259



#### Defects - Other

The BM has identified water ingress to the level 4 - common hallway ceiling in building 3 off Apt. 352. The BM has instructed Everest contracting to remove a section of gyprock ceiling as it was unsafe and at risk of collapsing. A crack was discovered in the concrete slab with exposed rusted steel re-enforcement. Once the balcony membrane above the slab is rectified and tested the BM will arrange for the gyprock to be replaced and carpet to be restored.

Everest & the BM have flood tested apt. 351 and confirm the membrane is also failing. Everest consulting are providing a price to replace membrane on southern balcony.

Estimated completion date - July 30th 2015.

Status: In progress



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#### **Apt. 420 Complaint of water damage on balcony wall**

The owner of Apt. 420 has complained of water damage on the balcony wall. The BM has arranged for Paul Evans to inspect and advise. Everest contracting have been requested to quote on rectifying 10 x water ingress locations in the apartment. Estimated completion date 30th July 2015.

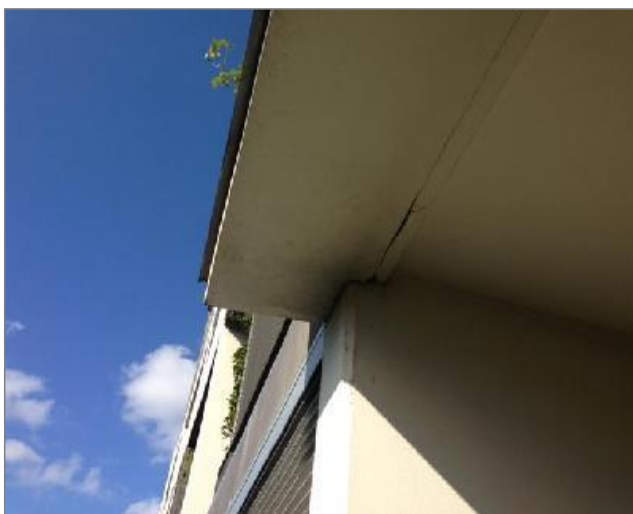
Status: In progress

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The soffit has detached on the northern balcony of Apt. 410. The BM has instructed DJW abseiling to rectify the the failing soffit. Soffit has been repaired by DJW, Rubie Services will be attending works to paint soffit.

Status: In progress

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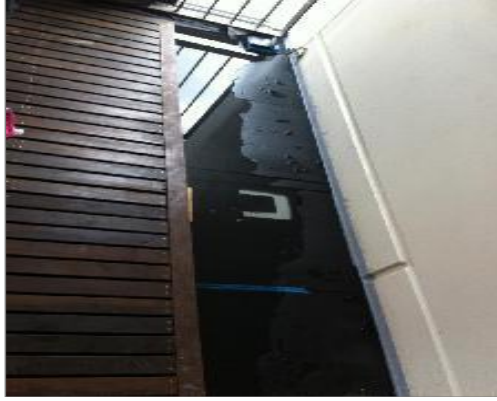
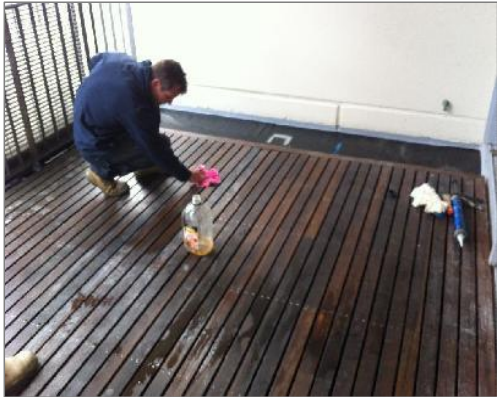
## Everest Membrane replacements

Everest Consulting have completed the following balcony membranes

Membrane Failures												
Item No.	Apt. No.	Aspect	Area m2 approx.	Action								
1	428	Nth	Builder to advise	Scheduled start for 29th June 2015 - ECD 15th August 2015								
2	411	Nth	31.91	In progress ECD - 30th July 2015.								
3	354	Nth	9.13	Passed flood test - completed.								
4	341	Nth	11.6	Passed flood test - completed.								
5	336	Nth	9.13	Passed flood test - completed.								
6	314	Sth	12	Passed flood test - completed.								
7	317	Sth	17.13	Passed flood test - completed.								
8	352	Sth	4.85	Passed flood test - completed.								
9	224	Nth	20	Passed flood test - completed.								
10	223	Nth	20	Passed flood test - completed.								
11	222	Nth	9.9	Passed flood test - completed.								
12	214	Nth	19.8	Passed flood test - completed.								
13	209	Nth	9.9	Passed flood test - completed.								
14	220	Nth	16.56	Passed flood test - completed.								
15	110	Sth	7.04	Passed flood test - completed.								
16	111	Nth		Passed flood test - completed.Upper level main bedroom balcony								
17	361	Sth		Passed flood test - completed.								

Note: Apts 351 & 429 are scheduled for replacement by Everest pending approval from Paul Evans consulting.

Estimated completion date 30.06.15.



## SCHEDULED MAINTENANCE REPORT

Date	Subject	Comment	Status
01/05/2015	Weekly Garden Maintenance		Success
02/05/2015	Automatic fire detection & alarm systems test		Success
02/05/2015	Testing Fire Hydrant System		Success
02/05/2015	Update Asset Register		Success
02/05/2015	Roof top exhaust fan inspection	Rain has prevented access to roof top to inspect fans. BM to inspect and advise.	Success
02/05/2015	Testing Occupant Warning System		Success
04/05/2015	Weekly Cleaning inspection with cleaner 8.30am start		Success
04/05/2015	Weekly inspection of all building corridors		Success
04/05/2015	Inspection of all Mondrian fire stairs		Success
05/05/2015	Inspection of communication rooms 1,2,3 & 4		Success
05/05/2015	Pest Control		Success
06/05/2015	Outdoor light audit		Success
07/05/2015	Weekly Invoicing		Success
08/05/2015	Weekly Garden Maintenance		Success
11/05/2015	Weekly Cleaning inspection with cleaner 8.30am start		Success
11/05/2015	Weekly inspection of all building corridors		Success
11/05/2015	Inspection of all Mondrian fire stairs		Success
12/05/2015	Inspection of communication rooms 1,2,3 & 4		Success
13/05/2015	Outdoor light audit		Success
14/05/2015	Weekly Invoicing		Success
15/05/2015	Weekly Garden Maintenance		Success
18/05/2015	Weekly Cleaning inspection with cleaner 8.30am start		Success
18/05/2015	Weekly inspection of all building corridors		Success
18/05/2015	Inspection of all Mondrian fire stairs		Success
19/05/2015	Inspection of communication rooms		Success

	1,2,3 & 4	
20/05/2015	Outdoor light audit	Success
21/05/2015	Weekly Invoicing	Success
22/05/2015	Weekly Garden Maintenance	Success
25/05/2015	Weekly Cleaning inspection with cleaner 8.30am start	Success
25/05/2015	Weekly inspection of all building corridors	Success
25/05/2015	Inspection of all Mondrian fire stairs	Success
26/05/2015	Inspection of communication rooms 1,2,3 & 4	Success
27/05/2015	Outdoor light audit	Success
27/05/2015	Automatic fire suppression systems test	Success
28/05/2015	Weekly Invoicing	Success
29/05/2015	Weekly Garden Maintenance	Success
29/05/2015	Sculpture - Rust Prevention	Success
01/06/2015	Weekly Cleaning inspection with cleaner 8.30am start	Success
01/06/2015	Weekly inspection of all building corridors	Success
01/06/2015	Inspection of all Mondrian fire stairs	Success
01/06/2015	Testing Fire Hydrant System	Success
02/06/2015	Automatic fire detection & alarm systems test	Success
02/06/2015	Testing Fire Hydrant System	Success
02/06/2015	Update Asset Register	Success
02/06/2015	Roof top exhaust fan inspection	Success
02/06/2015	Inspection of communication rooms 1,2,3 & 4	Success
02/06/2015	Testing Occupant Warning System	Success
02/06/2015	Update Residents contact details in Mybos	Success
03/06/2015	Outdoor light audit	Success
04/06/2015	Weekly Invoicing	Success
05/06/2015	Weekly Garden Maintenance	Success
08/06/2015	Weekly Cleaning inspection with cleaner 8.30am start	Success
08/06/2015	Weekly inspection of all building corridors	Success



08/06/2015	Inspection of all Mondrian fire stairs	Success
09/06/2015	Inspection of communication rooms 1,2,3 & 4	Success
10/06/2015	Outdoor light audit	Success
11/06/2015	Weekly Invoicing	Success
12/06/2015	Weekly Garden Maintenance	Success
15/06/2015	Weekly Cleaning inspection with cleaner 8.30am start	Success
15/06/2015	Weekly inspection of all building corridors	Success
15/06/2015	Inspection of all Mondrian fire stairs	Success
16/06/2015	Inspection of communication rooms 1,2,3 & 4	Success
16/06/2015	Proguard Pest control	Success
17/06/2015	Outdoor light audit	Success
18/06/2015	Weekly Invoicing	Success
19/06/2015	Weekly Garden Maintenance	Success
22/06/2015	Weekly Cleaning inspection with cleaner 8.30am start	Success
22/06/2015	Weekly inspection of all building corridors	Success
22/06/2015	Inspection of all Mondrian fire stairs	Success
23/06/2015	Inspection of communication rooms 1,2,3 & 4	Success
24/06/2015	Outdoor light audit	Success
25/06/2015	Weekly Invoicing	Na
26/06/2015	Weekly Garden Maintenance	Na
27/06/2015	Automatic fire suppression systems test	Na
29/06/2015	Weekly Cleaning inspection with cleaner 8.30am start	Na
29/06/2015	Weekly inspection of all building corridors	Na
29/06/2015	Inspection of all Mondrian fire stairs	Na
30/06/2015	Inspection of communication rooms 1,2,3 & 4	Na

Cases by Category

