
Agenda Items

Motion 6 - 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.

ECD - 30th May 2015

Documents: 1. [View Attachment](#)

Status: In progress



Security Access Review

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

ECD - 30th May 2015

Status: In progress

Motion 11 - Lot 96 screens

The BM has inspected the fly screens installed in Apt. 352. The screens match the existing sliding door frame colour with a cross bar.

Status: Completed

Motion 12 - Lot 54 security screens

The BM has sourced an information brochure and provided it to the EC to be included to the application for Lot 54 screen.

The security screen has been installed and is compliance with Mondrian by laws.

Status: Completed

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

Motion 9 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: In progress

By-Law Breaches

Compliant of cricket game on common property

23.02.15 - The BM has received compliant of cricket being played on common property between B2 & B3 courtyard. The BM has issued a breach notice and escalated the issue to Strata Plus.

Status: Completed

Complaint of barking dog

The BM has received a complaint of a barking dog in Apt. 211. The BM has requested Strata Plus issue a breach notice.

Status: Completed

Storing items in car space

Building management issued Apt. 335 a breach notice for storing items in car space. The BM will monitor the case and act accordingly if the items are not removed.

Status: Completed

Storing items in car space

Building management issued Apt. 412 a breach notice for storing items in car space. The BM will monitor the case and act accordingly if the items are not removed.

Status: Completed

Laundry on balcony breach

Apt. 340 has been issued a breach notice by the BM for hanging laundry on the balcony. The BM will monitor the balcony for compliance.

Status: Completed

Noise complaints from Apt. 227

The BM has received complaints of excessive noise from Apt. 227. The BM has notified the estate agent and requested they write to the tenants advising them of their obligations to not disturb other Mondrian residents. The BM has also sent a notice to the tenants.

Status: Completed

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 BM will monitor and advise.

Status: In progress

Non compliant wire screen installation in Apt. 358

The BM has identified a non compliant screen installation on the south facing balcony of Apt. 358. The Bm has written to the owner advised them of the Mondrian by laws. The BM will monitor and advise.

Status: In progress

Action Items from Previous Meeting

Motion 8 - Fire Inspections - Failure to provide access

The building manager has arranged for AFT to attend Mondrian and reinspect the following apartments smoke alarms.

Two years in succession lot 1 , 131,

2014 year - 14, 17, 27, 40, 64, 84, 88 & 134.

Status: Completed

Motion 7 - By - Law breached included in building managers report

The BM ha included a By-Law breach section in the BM reports.

Status: Completed

Motion 7 - Building manager to inspect roof top fans & roof defects

The BM has inspected Mondrian rooftop fans with Retro Air. An inspection for defects has also been carried out. See attached Repair & Maintenance program 2015 for details.

Documents: 1. [View Attachment](#)

Status: Completed

Incident

False alarm - Fire Brigade attendance

On the 3rd of Feb 2015 the NSWFB attended Mondrian to investigate the activation of the smoke alarm in Comms. room 2 (building 2). Upon NSWFB investigation it was found that a Biltbeta worker had been sweeping the floor in Comms. room 2 which the dust had activated the smoke detector within the room. The BM has forwarded the \$1387.50 invoice to Biltbeta for payment.

Status: Completed

CCTV camera stolen from building 2

The new in fared 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 - 30th May 2015

Status: In progress



Break and entry Apt. 322

The resident in Apt. 322 informed the BM on the 21st of March 2015 their apartment had been broken into while they were asleep. Some items were taken. The resident has informed the police. The BM has provided CCTV surveillance to the police of a man illegally entering and exiting building 3 courtyard. The BM will continue to work with the police on this incident.

Status: Completed

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](#)

Status: In progress

Compliance

AFSS 2015

AFT has provided notice of the 2014 AFSS for Mondrian. The date for accessing and testing all Mondrian Apartments is

Test date **18th September 2014.**

Due date for council - **6th November 2015.**

Documents: 1. [View Attachment](#)

Status: Completed

Communications

TUT System investigation

The BM is investigating the TUT system in the MDF room to confirm if the system is still valid or obsolete. Earlier investigations indicate that the TUT system was originally installed service the internet for Mondrian and that the system is now obsolete. The BM has arranged to met with the original installer to confirm if it is possible to switch the system off and remove cabinet in the MDF room. The machine is currently switched on 24/7 and possibly wasting power. 13.3.15 - The BM has been advised by Opennetworks to keep the Skynet terminal operating as it may still be servicing apartments internet.

Status: Completed



Compliance

Mondrian Fire door Sheduale

The BM has requested and received a complete fire door schedule fro Mondrian apartments. The schedule will assist in identifying compliant/non compliant doors in Mondrian. The schedule has been saved under knowledge base in MYBOS.

Documents: 1. [View Attachment](#)

Status: Completed

Compliant lights on pool wall garden bed

The BM has instructed Crest Electrical have installed 2 x non climbable pool lights on the swimming pool garden bed wall as per council compliance.

Status: Completed



New safety bollards

The BM has purchased 5 x high visibility bollards for the exposed drain at the western end of the pool. The bollards will be stored onsite and reused as needed at Mondrian.

Status: Completed



Repair and Maintenance

Timber deck at swimming pool entry unstable

Deck revival will be repairing the unstable deck when deck is treated with pool work renovation. Estimated completion 30th April 2015

Status: In progress

Request to quote new supply/exhaust fan steel screens

The BM has been requested to quote new steel screens on all supply & exhaust fans openings in the basement car park. The BM can report after inspecting all grills that not all grills need replacing. Some are in worse condition than others. The BM has issued a PO to replace 7 x grills as they are in the poorest condition.

St Peters engineering has quoted to replace 1 x mesh grill \$220 +gst.

St Peters engineering have installed 10 x new mesh grills on the western wall. The new grills have greatly improved the supply air to the exhaust air handling unit.

Estimated completion date - MAr. 30th 2015.

Status: Completed



Georg Fisher / Instaflex Hot water pipes - Basement car park

As instructed by the EC the BM has arranged to shut the hot water supply down with MRC plumbing and AJ Whipps. The objective was to cut a piece of instaflex pipe out on a horizontal and vertical section and for AJ Whipps to run tests on the samples. This was completed successfully. AJ Whipps will be providing a report on findings.

Estimated completion date - March 30th 2015.

Status: In progress



Compliant of water ingress

The Owner of apartment 309 has complained there is water entering the living room /hall area in their apartment. The BM has left a message with Apt. 321 above to contact the BM asap for access to inspect.

The BM has accessed Apt. 321 and inspected the laundry. No evidence was present that water was penetrating the apartment floor slab to unit below. Estimated completion date - June 30th 2015.

Status: In progress

Apt. 341 - Compliant of water ingress above kitchen area

The owner of Apt. 341 has made a complaint there is water damage to the ceiling in the kitchen area. The BM has inspected the damage with Paul Evans. Paul Evans is going to report on the damage. MRC have repaired the leak on the rooftop. The apartment is no longer leaking. Estimated completion date - June 30th 2015.

Status: Completed

No drain hole in raised garden bed.

The BM has identified a garden bed with no drain in B2/B3 courtyard. The garden bed fills with water unable to escape. The stagnant water has killed 2 x shrubs, with another two on the way out. The BM has isolated the irrigation to this bed until resolved. The solution is to core hole the concrete bed so water can escape. The BM will arrange for quote and advise. Estimated completion date May 30th 2015.

Status: In progress

Instaflex leak in basement Lot 33

A leaking instaflex pipe has been clamped near lot 33 in the basement car park. MRC have clamped the leak. A hot water shutdown will be scheduled by the BM. The BM is waiting for another leak to appear so two repairs can be done with one site visit from a plumber.

ECD - 14th May 2015

Status: In progress

Everest Contracting to start work at Mondrian

Everest have advised they will be starting on Mon. 9th Mar, 2015. See attached schedule of works to be completed by Everest. Everest Contracting has been notifying residents regards access to repairing balcony membranes. Everest will be constructing a storage bay in the southern side visitors car park disabled space. in the visitors car park. The 17 apartments listed below are having the membranes replaced:

428 -
411
354
341
336
314 - Completed
317 - Completed

352
224
223
222
214 - Completed
209 - Completed
220
110 - Completed
111 - Completed
361

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

Status: In progress

MYBOS attachments

The BM has had technical issues with attaching notices to group email alerts to residents. Some residents have been receiving notices and some not. The BM is working with MYBOS to resolve the issue. 4.3.15 - MYBOS has advised they have reprogrammed the email distribution process. The BM has tested the service and can confirm the group email/broadcast facility is now functioning correctly.

Status: Completed

Leaking exhaust duct - main exhaust fan room

The BM has issued a work order to Inov8 to repair a leaking exhaust duct in the main exhaust fan room. Inov8 have been instructed to seal the base of the main exhaust fan and clean the floor of the duct. Inov8 have been requested to report on findings regards how and if water is escaping from the duct.

Everest has provided a quote to installed sheet metal creating a duct eliminating water entering the void.

Inov8 have also provided a quote to water proof around the base of the fan. See attached. Building management is seeking advice from the AC contractor Retro air if a

ducted installation will meet HVAC compliance.

ECD 30th May 2015

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

Status: In progress

Relocation of access controller to BM office

Epsilon Security have advised the issue with the Titan challenger system crashing is the distance from the building 2 comms. room to the BM office is too far for the data to travel. The BM has issued a PO for Epsilon to attend site and relocate the controller to the BM office reducing the distance for data to travel.

Status: Completed

Pump repair

New World Pumps have quoted on repairs on the 2 x dual storm water submersible pumps in the basement car park. The hose clamps are failing and float switches are in need of replacement. The BM has instructed New World Pumps to rectify the issues.

Issues identified were as follows:

1. Hose clamp failure
2. Recommendation to renew float switches - existing switches are in poor condition.
3. Recommendation to clean bottom of holding tank

Status: Completed

Sprinkler - Jacking pump faulty

AFT have advised the Sprinkler jacking pump is faulty and not holding the correct pressure. The BM has notified New World Pumps to inspect and advise on the pump condition.

ECD - 30th May 2015

Status: In progress

Water damage to common wall in Apt. 356.

The BM has arranged access to Apt. 356 to inspect the damp in the wall at the top of the stairs.

Estimated completion date 30th March 2015

The BM has inspected the apartment next door with MRC. MRC has advised advised the leak is from a leaking bath tap. The BM is working with MRC to located new tiles that are required to complete the job.
MRC have completed the repair.

Status: Completed

Leaking garden bed

The BM has identified a leak into the basement car park. The leak is coming through the slab into lot 35 car space. The BM has arranged for MRC to attend and advise on the leak. The drain from the garden bed in B1 courtyard has been identified as blocked causing flooding into the basement car park. MRC has unblocked the drain, water is now flowing correctly , the leak has stopped in the car park.

Estimated completion date 30th Mar. 2015

Status: Completed

ORoof top fan inspection

The BM has arranged for an inspection of all rooftop fans. The fans were are all operating correctly with no unusually noisy fans. One issue identified was the covers for fan circulatory. The cover over time are disintegrating allowing water to entry the circuits. This will result in the fan failing. Retro Air replaced 1 x cover whist onsite. The BM will replace other circuit covers as needed through monthly inspections.

Status: Completed



Repair & Maintenance program 2015

See attached repair & maintenance program for 2015.

Documents: 1. [View Attachment](#)

Status: In progress

Perimeter Drainage program

The BM has been working with MRC plumbing to clear blocked perimeter drains in Mondrian. The drains become blocked with tree roots/debris/dirt etc. Attached is a plan of what drains have been cleaned to date and what drains are scheduled for cleaning.

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

Status: In progress

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 15th of May 2015.

Status: In progress

Lobby door hinge loose

The BM identified a loose hinge on the main entry door in building 2. The BM instructed Regal Glass to attend and repair the door. The screws holding the hinge had come loose. Regal adjusted the screws. The door is now operating correctly.

Status: Completed

Instaflex supplies

The BM has ordered further instaflex supplies from Marciano industries. ECD - 5th May 2015.

Status: Completed

Faulty handset

The BM has instructed NTS to investigate a complaint of a faulty handset in Apt. 432.

NTS will also investigate the failure of 3 x CCTV cameras.

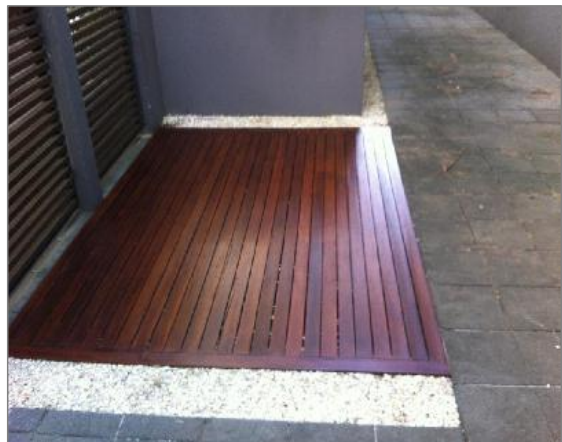
Status: Completed

Purchase order issued to Deck Revivals

The BM has issued a purchase order to Deck Revivals to proceed with the sand & re coating all timber decks in Mondrian courtyards & pool deck.

Deck Revival has completed the deck re coating. The BM has received positive feedback from residents compliment the deck re coating.

Status: Completed



Door repairs

The BM has issued a PO to Metro locksmiths to repairs 3 x door locks in Mondrian.

1 x Comms room 3

1 x Storeroom door

1 x Sprinkler valve room door

Status: Completed

Lighting repairs

The BM has issued a PO to Mr Electrix to repairs faulty lights in Mondrian breezeway and courtyards.

Status: Completed

Door repairs

The BM has instructed Metro Locksmiths to attend the above mentioned apartments to repair the doors.

314 - roller replacement

314 - front door closer repair.

432 - Sliding door roller repair

Status: Completed

Cleaning gravel drains in breezeway

The BM has instructed Bear plumbing to attend Mondrian to clear & clean approx. 10m of gravel drains in the breezeway. AG pipe will be installed in cleared drains for more effective water flow.

Status: Completed

Ceiling inspections with Remedial Building Services

The BM has arranged access into three apartments to inspect the dampers relating to the fire order. Tenders will be provided to AE&D.

Status: Completed

Blocked drain in Apt. 110

The BM has instructed Sydeny Park Plumbing to attend Mondrian to unblock a floor waste drain in Apt. 110 balcony.

Status: Completed

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: In progress

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 May 2015.

Status: In progress

Garden path light repairs

The BM has instructed Crest Electrical to repair 3 x garden path lights.
Estimated completion 7th May 2015.

Status: Completed

Water ingress to Apt. 427

The estate agent of apartment 427 has notified the BM water damage is evident on the timber floor in the bedroom. The BM is working with MRC to identify the source of the water.
Estimated completion date 30th May 2015

Status: In progress

Baloney drains not connected

The BM & MRC plumbing are investigating the drain/floor waste on the south facing balcony in Apt. 110. When Everest flood tested the baloney 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.
Estimated completion date 30th May 2015

Status: In progress



Apt. 215 Balconey Ceiling collapse

The owner occupier of Apt. 215 The Mondrian Waterloo at 3.15am Tuesday morning the balcony ceiling collapsed on from the upper north facing balcony. Debris from the collapse fell to the balcony below being the lower balcony of 215. Also debris fell to the ground floor courtyard damaging a wooden table.

The Bm has inspected the ceiling with MRC plumbing & Everest Contracting. No evidence of water ingress was visible from the ceiling. The frame which the ceiling was attached to does not look complete. Everest will be provided a quote to replace the ceiling.
ECD - 30th May 2015

Status: In progress



Leak in basement car park

The BM has identified a leak in the basement car park near B2 lift. The leak looks to be related to the power supply to building 2 awning. The BM will address the leak by sealing the conduit.

Status: Completed

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 date 30th May 2015

Status: In progress

Ceiling collapse in building 3 corridor - Level 5

A section of the gyprock ceiling has collapsed in the common area hallway in building 3 - level 5. The collapse is related a water leak which weakened the ceiling and eventually collapsed in the recent heavy downpour of rain. The BM & Everest have made the area safe. The collapsed gyprock has been removed from the area and the carpet has been cleaned. The BM is working with the plumber to rectify the leaking pipe. Once the leak has been repaired the BM will have the Gyprock replaced. The membrane replacement above the leak has been brought forward. Once the membrane has been replaced and tested, the leak will be inspected. If leak has disappeared the ceiling will be replaced.
Estimated completion date 30th May 2015.

Status: In progress



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 May 2015.

Status: In progress

Water ingress 312

The BM has received a compliant of water ingress from the owner of Apt. 312 to the

second bedroom. The BM has instructed Noah's Ark to attend the Apt. with an air mover to dry the carpet. The BM is investigating the cause of the leak. Estimated completion date 15th May 2015.

Status: In progress

Water ingress Apt. 418

The BM has received a complaint 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 May 2015.

Status: In progress

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 May 2015

Status: In progress

Water ingress to common hallways

The BM has instructed Noahs Ark carpet restoration to attend Mondrian to extract water from carpet in building 3 & 4 common area hallways.

Status: Completed

Apt. 305 water ingress

The owner of Apt. 305 has advised building management water has leaked into their apartment. Early investigations point to Apt. 317 balcony flooded in heavy rains on Saturday 25th of April 2015.

Estimated completion date 30th May 2015.

Status: In progress



Apt. 322 - Water ingress

The residents in Apt. 322 have advised building management water was leaking into their apartment on 25th of April at approx. 6.00pm. The BM has inspected the damage and will seek advice from the plumber for rectification.
Estimated completion date - 30th May 2015

Status: In progress

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.
Estimated completion date - 8th of May 2015.

Status: In progress

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 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. Estimated completion date 30th May 2015.

Status: In progress

Faulty sliding door latch

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

Status: In progress

Leaking hotwater pipe basement car park

MRC plumbing was called to repairs an urgent leak in the Instaflex hot water pipes in the car park. The BM drove to Riverwood to collect a joiner required to complete the job. The leak has been fixed by MRC.

Status: Completed



Repair to leaking copper pipe in hot water service room

The BM has instructed MRC plumbing to repair a leaking hot water pipe in the hot water service room.

Status: Completed



Clearing balcony drains on Short St

The BM has instructed MRC plumbing to clear/unblock all south facing balcony drains of pebbles & dirt etc. This was in response to flooding in all apartment balconies on Short St. The BM is working with MRC to install a grill around the floor wastes to prevent pebbles from entering the drains and blocking them. This will improve drainage and blockages.

Status: Completed



Programmed Maintenance

MYBOS - 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, photos.
- Scheduled maintenance program has been created of all scheduled maintenance.
- In total 188 cases have been created by the BM. Cases being worked on are currently 88 . Cases complete are currently 100 . MYBOS is updated daily.

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

Status: In progress

Pump maintenance program

The BM has met with New World pumps onsite at Mondrian and inspected all Mondrian pumps. New world pumps will be providing a recommended maintenance program tailored to Mondrian pumps. New world will also investigate the noisy jacking pump in sprinkler valve room. Estimated completion 30.05.15

Documents: 1. [View Attachment](#)

Status: In progress

Cleaning the basement car park

The BM has been working with TH Cleaning to clean the basement car park. The clean

was staged over 2 days to allow residents to find street parking. TH Cleaning have completed the cleaning with the scrubbing machine and 5 x staff hosing and sweeping the water to the main storm water drain of the basement car park. TH also took the initiative to clean the dirt from the service pipes on the basement car park ceiling which is not in the cleaning scope of works.

Status: Completed



Upgrades

Signage upgrade lift lobbies

The BM has had a request to upgrade the lift lobbies signage. Please see request below:

Suggestion with new signage for all building from ground level lobby area - Could we indicate what apartment numbers are on each floor of the building e.g Level 5 - 341-361, Level 4- 3XX etc....This would make it more useful for delivery people, tradespeople and guests.

The BM will be sourcing quotes for the signage upgrade.

Estimated completion date - April. 30th 2015.

Status: In progress

Request to sand & re-coat swimming pool deck

The BM has been requested to obtain a quote to sand back and reseal the Mondrian swimming pool deck. The BM will also price the replacement of some rotten lengths of timber on the deck. TBA.

The BM has arranged to meet a floor sanding contractor to price the timber decks in pool area.

Deck revival will be returning to Mondrian to complete the timber deck by the pool.

Estimated completion date - Dec 30th 2015.

Status: In progress

Request to quote replacement of external pool light

The BM has been requested to obtain a quote on replacing the external pool light on the western end of the swimming pool & Building 3 courtyard. The current light is considered to be a safety issue as it is possible to use the light as a foot hold to climb into the pool area. Instructed by the EC the BM has purchased 2 x brick lights to be installed.

Status: Completed



Re-coating yellow safety bollards in basement

The BM has been re-coating the yellow safety bollards in the basement car park. Estimated completion date 15.05.15

Status: In progress



Titan Access control program crashing

The Titan access control program is crashing when alarms are not acknowledged on the building managers desktop computer. The BM does acknowledge the alarms when onsite, however alarms still occur when the Bm is not onsite resulting in the program crashing.

Epsilon security have been instructed to relocate the controller from Comms room 2 to the BM office. Epsilon have advised this should solve the problem of the security program crashing.

Epsilon have relocated the controller to the BM office. Since the relocation the system has not crashed. The BM will monitor and advise if problem persists.

Status: Completed

Installation of hanging system in Mondrian lifts

The BM is sourcing steel capstan hangers for three lifts in Mondrian. Kones quote to supply and install hanger was excessive The BM is sourcing the hangers via the supplier. The delay on this should result in a significant cost saving to the OC.

ECD - 30th May 2015

Status: In progress



Lock change Building 4 - ground floor only

In response to a stolen key incident the BM instructed PRV locksmith to change the locks on building 4 fire stair door & B4 courtyard gate. New keys have been distributed to all ground floor residents. The locks will be changed on 9th of March 2015.

Status: Completed

Letterbox lock replacement

The Mondrian letterbox keys will be changed over to a higher security model designed to prevent duplication or mastering of keys. The change over date will be from the 16th to 18th of March 2015.

All residents have been notified to collect new keys from the building managers office. via letterbox drop, Mybos, noticeboards & website.

Status: Completed

TPG High speed broadband terminal

TPG/Lendlease have installed a high speed broadband terminal in the MDF room.

Status: Completed

Topping up white decorative pebbles in poolside garden bed

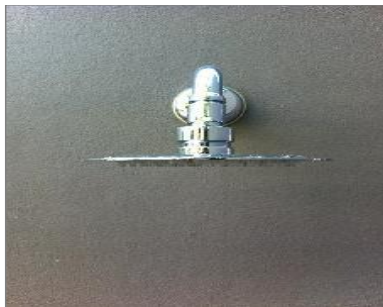
The BM has met with Central Oak garden to discuss topping up the poolside garden bed decorative pebbles cleaning pool side garden up to a presentable level. Central Oak will provide a quote and acted on accordingly.
Estimated completion date 30th May 2015.

Status: In progress

Installation of new outdoor shower

The BM has instructed MRC plumbing to install a new outdoor shower set supplied by the Mondrian EC. Both shower head and taps have been installed as requested.

Status: Completed



Replacements

New fire stairs keys for Apt. 360

The BM supplied 2 x fire stair keys to the owners of Apt. 360.

Status: Completed

Defects - HOW

Short St courtyard lights

Biltbeta have been rectifying issue with the leaking lights on Short St balconies with a localized membrane around the light fitting penetrations through the balconies.

Balconies in apartments 314 & 317 have been identified by the building manager as needing membrane replacement. Biltbeta are providing an quote on these two balconies so works can be completed at time of leaking lights on Short St as per Sergon scope of works.

Biltbeta is communicating with Sergon to confirm who is going to pay for the lights to be installed in the front door lights. Biltbeta have advised they have made no allowance for the replacement of the new lights. The light covers are in building management storage. Biltbeta are waiting for Sergon to advise.

Estimated completion date 15th March 2015.

Status: In progress

Alternative solution to Powell St stairs

Biltbeta/Sergon have advised the Mondrian EC they will be exploring options of improved lighting on the Powell St stairs. No further action has been taken by Biltbeta/ Sergon.

Estimated completion date - Mar. 30th 2015.

Status: In progress

Swimming Pool upgrade

Bluewater pools has been waiting for some dry weather to apply the paint to the swimming pool. The month of April has seen excessive rain with no opportunity to apply the paint.

Biltbeta have reinstalled the pebbles around plants as per original quote.

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 entitle 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 4th May, returning to work on 18th May 2015.

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

Signed on behalf of the SP69259

Strata Plus Pty Ltd

Mr G Beresford



Additional works register

The BM has finalized a list a failed membranes to the best knowledge available. Paul Evans has the list and advising the BM the next step.

The BM is working with INOV8 access Pty Ltd in regard to quoting on the higher priority defects that have been identified in Mondrian. INOV8 access are specialist in difficult & roof access. A number of the defects identified are water leaks in difficult access locations i.e the side of the building or roof.

Once quotes have been obtained the BM will forward to EC for approval.

Estimated completion 30th June 2015.

Status: In progress

Water ingress to common hallway ceiling - Building 3

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.

Estimated completion date - May 30th 2015.

Status: In progress



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. Estimated completion date 30th June 2015.

Status: In progress

Membrane failures

Apt. 411 - Balcony membrane failure - Additional works

The BM has inspected Apt. 411 with Paul Evans regards a Failing membrane on the balcony. Paul Evans will be working with the BM to form a scope of works to have membrane repaired. Estimated completion date - June 30th 2015.

Status: In progress

Water Ingress Apt. 426

The BM has investigated water ingress in Apt. 426 with the BM. Early investigations indicate with ingress from unit upstairs balcony. The BM has taken advice from Paul Evans to flood test the balcony to identify issue. Rectification in progress. Estimated completion date - June 30th 2015.

Status: In progress

Apt. 428 & 426 - Investigate water leak below balcony parapet

Investigate water leak with BM in Apt. 428 & 426. Further works may be completed by Biltbeta. Estimated completion date - June 30th 2015.

Status: In progress

Water ingress to Apt. 426

The tenant in Apt. 426 has complained of water ingress to living area in Apt. 426. The BM has arranged for Paul Evans to inspect.

Estimated completion 30th June 2015.

Status: In progress

SCHEDULED MAINTENANCE REPORT

Date	Subject	Comment	Status
02/03/2015	Automatic fire detection & alarm systems test		Success
02/03/2015	Testing Fire Hydrant System		Success
02/03/2015	Update Asset Register		Success
02/03/2015	Emergency & exit lighting		Na
02/03/2015	Roof top exhaust fan inspection		Success
02/03/2015	Weekly Cleaning inspection with cleaner 8.30am start		Success
02/03/2015	Weekly inspection of all building corridors		Success
02/03/2015	Inspection of all Mondrian fire stairs		Success
02/03/2015	Testing Occupant Warning System		Success
02/03/2015	Update Residents contact details in Mybos		Success
03/03/2015	Inspection of communication rooms 1,2,3 & 4		Success
03/03/2015	Testing hose reel system - six monthly		Na
03/03/2015	Testing hose reel system.		Na
03/03/2015	Testing portable fire extinguishers - half yearly		Na
03/03/2015	Fire Hydrant landing Valves Testing		Na
04/03/2015	Outdoor light audit		Success
05/03/2015	Weekly Invoicing		Success
06/03/2015	Weekly Garden Maintenance		Success
09/03/2015	Weekly Cleaning inspection with cleaner 8.30am start		Success
09/03/2015	Weekly inspection of all building corridors		Success
09/03/2015	Inspection of all Mondrian fire stairs		Success
10/03/2015	Inspection of communication rooms 1,2,3 & 4		Success
11/03/2015	Outdoor light audit		Success
12/03/2015	Weekly Invoicing		Success
13/03/2015	Weekly Garden Maintenance		Success
16/03/2015	Weekly Cleaning inspection with cleaner 8.30am start		Success

16/03/2015	Weekly inspection of all building corridors	Success
16/03/2015	Inspection of all Mondrian fire stairs	Success
16/03/2015	Proguard Pest control	Na
17/03/2015	Inspection of communication rooms 1,2,3 & 4	Success
18/03/2015	Outdoor light audit	Success
19/03/2015	Weekly Invoicing	Success
20/03/2015	Weekly Garden Maintenance	Success
23/03/2015	Weekly Cleaning inspection with cleaner 8.30am start	Success
23/03/2015	Weekly inspection of all building corridors	Success
23/03/2015	Inspection of all Mondrian fire stairs	Success
24/03/2015	Inspection of communication rooms 1,2,3 & 4	Success
25/03/2015	Outdoor light audit	Success
26/03/2015	Weekly Invoicing	Success
27/03/2015	Automatic fire suppression systems test	Na
27/03/2015	Weekly Garden Maintenance	Success
28/03/2015	Re Inspection of apartments today	Na
30/03/2015	Weekly Cleaning inspection with cleaner 8.30am start	Success
30/03/2015	Weekly inspection of all building corridors	Success
30/03/2015	Inspection of all Mondrian fire stairs	Success
31/03/2015	Inspection of communication rooms 1,2,3 & 4	Success
01/04/2015	Outdoor light audit	Success
02/04/2015	Automatic fire detection & alarm systems test	Success
02/04/2015	Testing Fire Hydrant System	Success
02/04/2015	Update Asset Register	Success
02/04/2015	Roof top exhaust fan inspection	Na
02/04/2015	Weekly Invoicing	Success
02/04/2015	Testing Occupant Warning System	Success
03/04/2015	Adjust time clocks for end of daylight savings	Success

03/04/2015	Weekly Garden Maintenance	Success
06/04/2015	Weekly Cleaning inspection with cleaner 8.30am start	Success
06/04/2015	Weekly inspection of all building corridors	Success
06/04/2015	Inspection of all Mondrian fire stairs	Success
07/04/2015	Inspection of communication rooms 1,2,3 & 4	Success
08/04/2015	Outdoor light audit	Success
09/04/2015	Weekly Invoicing	Success
10/04/2015	Weekly Garden Maintenance	Success
13/04/2015	Weekly Cleaning inspection with cleaner 8.30am start	Success
13/04/2015	Weekly inspection of all building corridors	Success
13/04/2015	Inspection of all Mondrian fire stairs	Success
14/04/2015	Inspection of communication rooms 1,2,3 & 4	Success
15/04/2015	Outdoor light audit	Success
16/04/2015	Weekly Invoicing	Success
17/04/2015	Weekly Garden Maintenance	Success
20/04/2015	Weekly Cleaning inspection with cleaner 8.30am start	Success
20/04/2015	Weekly inspection of all building corridors	Success
20/04/2015	Inspection of all Mondrian fire stairs	Success
21/04/2015	Inspection of communication rooms 1,2,3 & 4	Success
22/04/2015	Outdoor light audit	Success
23/04/2015	Weekly Invoicing	Success
24/04/2015	Weekly Garden Maintenance	Success
27/04/2015	Weekly Cleaning inspection with cleaner 8.30am start	Success
27/04/2015	Weekly inspection of all building corridors	Success
27/04/2015	Inspection of all Mondrian fire stairs	Success
27/04/2015	Automatic fire suppression systems test	Success
28/04/2015	Inspection of communication rooms	Success

	1,2,3 & 4	
29/04/2015	Outdoor light audit	Success
30/04/2015	Weekly Invoicing	Success
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. Na
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	Na
05/05/2015	Pest Control	Na
06/05/2015	Outdoor light audit	Na
07/05/2015	Weekly Invoicing	Na
08/05/2015	Weekly Garden Maintenance	Na
11/05/2015	Weekly Cleaning inspection with cleaner 8.30am start	Na
11/05/2015	Weekly inspection of all building corridors	Na
11/05/2015	Inspection of all Mondrian fire stairs	Na
12/05/2015	Inspection of communication rooms 1,2,3 & 4	Na
13/05/2015	Outdoor light audit	Na
14/05/2015	Weekly Invoicing	Na
15/05/2015	Weekly Garden Maintenance	Na
18/05/2015	Weekly Cleaning inspection with cleaner 8.30am start	Na
18/05/2015	Weekly inspection of all building corridors	Na
18/05/2015	Inspection of all Mondrian fire stairs	Na
19/05/2015	Inspection of communication rooms 1,2,3 & 4	Na

20/05/2015	Outdoor light audit	Na
21/05/2015	Weekly Invoicing	Na
22/05/2015	Weekly Garden Maintenance	Na
25/05/2015	Weekly Cleaning inspection with cleaner 8.30am start	Na
25/05/2015	Weekly inspection of all building corridors	Na
25/05/2015	Inspection of all Mondrian fire stairs	Na
26/05/2015	Inspection of communication rooms 1,2,3 & 4	Na
27/05/2015	Outdoor light audit	Na
27/05/2015	Automatic fire suppression systems test	Na
28/05/2015	Weekly Invoicing	Na
29/05/2015	Weekly Garden Maintenance	Na
29/05/2015	Sculpture - Rust Prevention	Na

Cases by Category

