
Risk Assessment

Case 120 - Mondrian roof - safety upgrade

Mondrian roof - safety upgrade

Some safety issues have been raised in relation to the Mondrian rooftops. Building management has requested Inov8 & Rigcom to access inspect and provide a recommendation/quote on making the Mondrian roof safe & compliant for contractors to work on.

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

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

Status: In progress

Case 472 - Flow test failed - Drencher system

The current AFT assessment & Certification for AFSS has indicated the flow test for the drencher system has failed the test. AFT have provided a quote to rectify the issue which has been forwarded to the strata manager & EC for approval. The BM has been instructed by the EC to investigate other quotes.

Status: In progress

Compliance

Case 468 - Laundry on balcony notices issues

The BM has issued notices to the following apartments in relation to hanging laundry on balconies. 2 of the 3 laundry on balcony breaches, the laundry was inside the apartment but still visible from outside the lot. These residents were not aware this was a by law breach.

Documents: 1. [View Attachment](#)

Case 476 - Certificate of Plant item registration received from Workcover

The BM has received the work cover certificate of plant item registration for Mondrian lifts 1, 2, & 3. See attached.

Documents: 1. [View Attachment](#)

Status: Completed

Case 482 - Thermal scanning of switch boards

The BM has issued a PO to Crest Electrical to proceed with the thermal scanning of all electrical switch boards as per Chubb insurance compliance request. ECD - 15th of August.

Status: Completed

Repair and Maintenance**Case 341 - Everest Contracting - membrane works**

Everest Contracting are currently working on Apt. 428 membrane replacement. The expected completion date of this is 31st August 2015. This is the final membrane repair for the Everest contract.

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

Status: In progress

Case 346 - Leaking exhaust duct - main exhaust fan room

The BM has approval from the EC & Paul Evans Consultants to proceed with the installation of a door for access to the mechanical services duct. Once access is possible investigations will be made on the penetration of the leaking duct.

ECD 31st August 2015

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

Status: In progress

Case 354 - 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.

AFT have installed a new jacking pump. The pump is now functioning correctly.

Status: Completed



Case 367 - Repair & Maintenance program 2015

See attached repair & maintenance program for 2015.

Documents: 1. [View Attachment](#)

Status: In progress

Case 369 - 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



Case 370 - Motion 6 - Paint damage to apartment front doors & walls

Excellence in painting will be starting to repaint damaged doors on Wednesday 12th Aug. 2015.

ECD - 31st Aug. 2015

Documents: 1. [View Attachment](#)

Status: In progress



Case 371 - 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.

St Peters Engineering has also replaced 3 x rusting lock boxes.

All St Peters are completed.



Status: Completed

Case 399 - 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 Aug. 2015.

Status: In progress

Case 403 - 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 August 2015

Status: In progress

Case 404 - Apts 110 & 101 -Baloney drains not connected

The BM has arranged for the x-ray scan + core holing of 3 x floor wastes on Apt. 110 & 101. Once holes have been complete floor wastes will be plumbed to existing downpipes.

Status: In progress



Case 406 - 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.

A work order has been issued to Everest to proceed. The ceiling has been replaced. The Mondrian insurance company has been placed on notice and agreed to cover the costs.

Status: Completed



Ceiling collapse in building 3 corridor - Level 5

The collapsed ceiling in building 3 – level 5 has been replaced. Painting is the only outstanding item. The plaster has arranged for painting to be completed by 15th of August.

The BM has been dealing direct with the plasterer on this item saving the OC costs. This item is due for painting by the plasterer. This item will be claimed on Mondrian insurance.

Status: Completed



Case 420 - 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.

The BM has engaged the plasterer directly saving the OC cost. The wall repair is currently in progress.

Status: In progress ECD – 15th of August 2015.

Case 421 - 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. MRC has completed works, the leak has not returned.

Status: Completed

Case 438 - 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. The BM has arranged for DJW to inspect and advise were the water from.

Status: Completed

Case 460 - 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.\ Metro locksmith has attend apt. 209 and repaired the faulty sliding door.

Status: Completed

Case 462 - AFT 6 monthly inspection and test results

Case 464 - Faulty window handle

The BM has instructed Metro locksmiths to repair a faulty window lock in apartment 343.

Status: Completed

Case 466 - Globe change on pole light

The BM has instructed Crest Power to attend Mondrian to replace a difficult access pole light on Powell St. Crest Power will also be repairing various other lighting issues while onsite.

Status: Completed

Case 467 - Apt. 312 Faulty intercom

The BM has instructed NTS to attend Mondrian Apt. 312 to repair a faulty intercom.

Status: Completed

Case 469 - Apt. 209 light repair

The BM has instructed Crest to repair a faulty light fitting in Apt. 209. Light is now operating.

Status: Completed

Case 470 - Apt. 202 faulty light

The BM has instructed Crest power to repair faulty light in Apt. 202. The light is nor operating.

Status: Completed

Case 471 - Faulty light fitting - post light breezeway

The BM has instructed Crest Power to repair a faulty light in the breezeway.

Status: Completed

Case 473 - Leaking hotwater pipe basement car park

The BM has installed a clamp on a leaking instaflex pipe in the basement car park under building 3 (lot 128) saving the EC the cost of a plumber. The BM will monitor the clamp and act accordingly.
MRC have repaired leak.

Status: Completed

Case 477 - Ceiling damage building 3

The BM has instructed Eastern Ceilings & partitions to repair a ceiling in building 3 level 5. The ceiling has been water damaged. ECD - 30.07.15

Status: Completed

Case 478 - Repairs to sikaflex joints - Building 1

The BM has instructed DJW to repair further failing Sika flex joints in building 1 believed to be related to a leak in Apt. 110.

Status: Completed

Case 479 - Faulty sliding door

The BM has instructed Metro locksmiths to repair a faulty sliding living room door in Apt. 111.
ECD 12th Aug 2015.

Status: Completed

Case 480 - Apt. 312 leaking door

The BM has contacted Airlite & Magic doors to attend advise and quote on a new door.
ECD - 31st August 2015.

Status: In progress



Case 481 - Building 3 basement lighting fault

The BM has instructed Crest electrical to rectify a "tripping breaker" on the Building 3 distribution board in B3 communication room. Crest Electrical identified the issue was in Apt. 322 front door light. This front door light was recently installed by Biltbeta. The BM has notified BB. BB are in the process of rectifying the issue. ECD - 20th of August 2015.

Status: In progress



Case 484 - Flashing failing - building 3

The BM has received a complaint from the residents in Apt. 301 regards water ingress to their living room. After inspecting the western wall of building 3 it was apparent the flashing was lifting. The BM has instructed MRC plumbing to repair a lifting flashing along the western wall on building 3.

Status: Completed

Case 485 - Apt. 218 - Repair to wall

The BM has instructed Eastern Ceilings & partitions to repair the water damaged wall in Apt. 218 2nd bedroom. ECD - 15th of August 2015.

Status: Completed

Case 486 - Repairs to Sika joints - Building 1

The BM has received complaints regards water ingress to the common area outside Apt. 110 - building 1. The BM has instructed DJW to attend and replace some failing Sika Joints on the external area to the wall.

Status: Completed

Case 487 - Rusting steel cleats in building 3 fire stairs

The BM has identified 8 x rusting steel cleats in Building 3 fire stairs. The BM has requested DJW to provide a quote to repair.
ECD - 15th of September 2015.

Status: In progress



Programmed Maintenance

Case 152 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

Case 372 - Security Access Review

The BM has completed the security access audit for 2015. Security access to fobs & fire stair keys has been amended accordingly.

Status: Completed

Insurance claims

Case 461 - 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: Completed

Upgrades

Case 192 - Request to sand & re-coat swimming pool deck

The BM has approval to proceed with the sanding & coating of the pool deck. The BM has maintained contact with Deck Revivals advising the pool painting needs to be completed before the decks are sanded & coated. Deck Revivals are on stand by. ECD August 30th 2015.

Status: In progress

Case 291 - 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 10th July.15.

Status: Completed



Case 475 - CCTV Camera upgrade

The BM has issued a PO to Eplision Security to upgrade cameras in Mondrian breeze way & car park. This is part of the security camera upgrade.

1 x Vandal Dome Analogue 700TVI on bracket for Awning **\$350** (bracket plate is small and will fit awning height - putting an IP camera device is not recommended as we can't keep it safe from water)

1 x Hikvision 2MP IP Camera "HIK-2CD4024F" for Garage Exit **\$750**

1 x Hikvision 2MP IP Camera for Pool Area **\$750**

1 x Replacement Analogue Camera for the Short Street East **\$550**

1 x CSD-POE-EC2-KIT (1 Master, 2 Slave) **\$650** (Converter to 2 IP cameras over COAX back to Master IP Module)

Relocation of 1 Camera to existing housing at Short Street Entry

Labour **\$680**

Total Price \$3730 + GST

ECD - 14th Aug 2015

Status: In progress - ECD - 15th August 2105

Case 452 -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: Completed

Case 139 - Short St courtyard lights

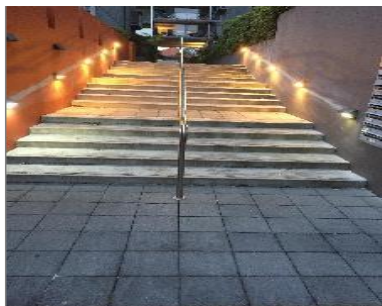
Biltbeat have installed 10 x front door lights on the ground floor Short St. apartments. Biltbeta and the owners corporation have agreed that Biltbeta supply the labour to install the lights while the OC purchase the lights. All Short St lights are now operating on the PE cell located in Apt 310 courtyard. Status: Completed



Case 162 - Alternative solution to Powell St stairs

The Mondrian EC has approved the install of 10 x LED 50w lights on the Powell St stairs. The lights have been installed and meet the required compliance of 200 lumens as per certification. The entry walls to Mondrian have also been painted by Biltbeta improving the overall look of the Mondrian entry.

Status: Completed



Case 205 - Swimming Pool upgrade

The BM has been corresponding with Bluewater pools to complete the swimming pool works. The pool builder has advised the epoxy pool paint cannot be applied in anything less than 10 degrees. The current Winter months are too cold for applying epoxy paint. The pool builder has advised the temps are more favourable for painting in mid to late August when temperatures begin to rise. The BM has explored building a controlled/heated environment for the paint to set, consultations with the pool builder revealed this would be too costly and no guarantee the method would be successful.

Status : In progress

Defects - Other

Case 241 - 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.

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 - Sept 30th 2015.

Status: In progress

Case 444 - Apt. 410 - Soffit detached on northern balcony Apt. 410

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. ECD - 14th Aug 2015.

Status: In progress



Membrane failures

Case 230 - 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 - Aug 12th 2015.

Status: In progress

SCHEDULED MAINTENANCE REPORT

Date	Subject	Comment	Status
01/07/2015	Outdoor light audit		Success
02/07/2015	Automatic fire detection & alarm systems test		Success
02/07/2015	Testing Fire Hydrant System		Success
02/07/2015	Update Asset Register		Success
02/07/2015	Roof top exhaust fan inspection		Success
02/07/2015	Weekly Invoicing		Success
02/07/2015	Testing Occupant Warning System		Success
03/07/2015	Weekly Garden Maintenance		Success
06/07/2015	Weekly Cleaning inspection with cleaner 8.30am start		Success
06/07/2015	Weekly inspection of all building corridors		Success
06/07/2015	Inspection of all Mondrian fire stairs		Success
07/07/2015	Inspection of communication rooms 1,2,3 & 4		Success
08/07/2015	Outdoor light audit		Success
09/07/2015	Weekly Invoicing		Success
10/07/2015	Weekly Garden Maintenance		Na
13/07/2015	Weekly Cleaning inspection with cleaner 8.30am start		Success
13/07/2015	Weekly inspection of all building corridors		Success
13/07/2015	Inspection of all Mondrian fire stairs		Success
14/07/2015	Inspection of communication rooms 1,2,3 & 4		Success
15/07/2015	Outdoor light audit		Success
16/07/2015	Weekly Invoicing		Success
17/07/2015	Weekly Garden Maintenance		Na
20/07/2015	Weekly Cleaning inspection with cleaner 8.30am start		Success
20/07/2015	Weekly inspection of all building corridors		Success
20/07/2015	Inspection of all Mondrian fire stairs		Success
21/07/2015	Inspection of communication rooms 1,2,3 & 4		Success
22/07/2015	Outdoor light audit		Success
23/07/2015	Weekly Invoicing		Success
24/07/2015	Weekly Garden Maintenance		Success
27/07/2015	Weekly Cleaning inspection with cleaner 8.30am start		Success

27/07/2015	Weekly inspection of all building corridors	Success
27/07/2015	Inspection of all Mondrian fire stairs	Failed
27/07/2015	Automatic fire suppression systems test	Success
28/07/2015	Inspection of communication rooms 1,2,3 & 4	Success
29/07/2015	Outdoor light audit	Success
30/07/2015	Weekly Invoicing	Success
30/07/2015	Spray Locks with Graphite	Success
31/07/2015	Weekly Garden Maintenance	Na
02/08/2015	Automatic fire detection & alarm systems test	Success
02/08/2015	Testing Fire Hydrant System	Success
02/08/2015	Update Asset Register	Success
02/08/2015	Roof top exhaust fan inspection	Success
02/08/2015	Testing Occupant Warning System	Success
03/08/2015	Weekly Cleaning inspection with cleaner 8.30am start	Success
03/08/2015	Weekly inspection of all building corridors	Success
03/08/2015	Inspection of all Mondrian fire stairs	Success
04/08/2015	Advise residents of balcony pebble safety	Na
04/08/2015	Inspection of communication rooms 1,2,3 & 4	Na
05/08/2015	Outdoor light audit	Na
05/08/2015	Pest Control	Na
06/08/2015	Weekly Invoicing	Na
07/08/2015	Weekly Garden Maintenance	Na
10/08/2015	Weekly Cleaning inspection with cleaner 8.30am start	Na
10/08/2015	Weekly inspection of all building corridors	Na
10/08/2015	Inspection of all Mondrian fire stairs	Na
11/08/2015	Inspection of communication rooms 1,2,3 & 4	Na
12/08/2015	Outdoor light audit	Na
13/08/2015	Weekly Invoicing	Na
14/08/2015	Weekly Garden Maintenance	Na
17/08/2015	Weekly Cleaning inspection with cleaner 8.30am start	Na
17/08/2015	Weekly inspection of all building corridors	Na
17/08/2015	Inspection of all Mondrian fire stairs	Na

18/08/2015	Inspection of communication rooms 1,2,3 & 4	Na
19/08/2015	Outdoor light audit	Na
20/08/2015	Weekly Invoicing	Na
21/08/2015	Weekly Garden Maintenance	Na
24/08/2015	Weekly Cleaning inspection with cleaner 8.30am start	Na
24/08/2015	Weekly inspection of all building corridors	Na
24/08/2015	Inspection of all Mondrian fire stairs	Na
25/08/2015	Inspection of communication rooms 1,2,3 & 4	Na
26/08/2015	Outdoor light audit	Na
27/08/2015	Weekly Invoicing	Na
27/08/2015	Automatic fire suppression systems test	Na
28/08/2015	Weekly Garden Maintenance	Na
31/08/2015	Weekly Cleaning inspection with cleaner 8.30am start	Na
31/08/2015	Weekly inspection of all building corridors	Na
31/08/2015	Inspection of all Mondrian fire stairs	Na

Cases by Category

