
Executive summary

Case 120 - Mondrian roof - safety upgrade

Some safety issues have been raised in relation to the Mondrian rooftops. Building management has requested Inov8 & Rigcom 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.

Inov8 provided a quote in the sum of **\$57,282**, to provide Access hatches, ladders to roof and ladders between upper roofs, including necessary signage.

Rigcom - provided an estimate for new hatches in the sum of **\$28,420** (including fold down ladder) or in the sum of **\$18,216** without the fold down ladder. This does not include ladders between upper roofs or signage. It is an estimate only and requires further scoping and quoting.

14/1 - Inov8 & Rigcom commencing work for 2016 in late January, BM has met with both parties to discuss & confirm scope of works & quotes.

ECD (estimated completion date) - 30th Mar 2016.

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

Status: In progress

Case 597 - Clamps - Stock

BM instructed MRC 4 clamps in case of emergencies re water leaks.

ERC has delivered clamps, these arrived & stored in Bld 2 Coms room

Status: Completed

Case 346 - Leaking exhaust duct - main exhaust fan room

The BM has requested quotes from Taylor's Building Solutions and Holistic Building Solutions to install a door in the duct from the building 4 courtyard. Once access has been gained they will then be able to inspect the leaking duct more closely and provide a solution/quote to repair the leaking duct.

Both have indicated that this requires a fire rated door. AED has been requested to provide specifications to ensure compliance.

Both have also been requested to provide quotes to installed a door in the wall under the pool deck. This will give access under the pool deck with the intention of installing pool maintenance items.

AED confirm doors do not need to be fire rated.

Waiting on quote from Taylor's & Holistic.

ECD - end March 2016

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.

14/01 - Chris Osmond back Monday 18/01

19/01 - Chris called confirming onsite inspection be end of week

21/01 - Met with Chris, AFT to provide options regarding installation of 2 pumps to met the drencher requirements.

11/02 - AFT have provide quote in the sum of \$39K

Requested comparative quotes from Pro Master, Grosvenor Fire

ECD - End March 2016.

Status: In progress

Case 542 - Building 1 - Water Ingress Main entry Doors

Reported water penetration.

Sunday 15 Nov - after rain it was reported to show signs of water.

Inspection on Monday 16 Nov - appeared dry.

Further investigation required.

7/01 - inspected after heavy rain. No sign of water penetration.

12/01 - Inspected and was instructed to remove conduit and investigate further.

14/01 - Taylors have advised no need to remove conduit to investigate, water will be penetrating from other places.

Both Taylors and Holistic have been asked to consider and report on solutions.

25/01 - A work order has been sent to Taylors for investigation of the tiles near entrance doorway.

ECD - End Feb 2016.

Status: In progress

Case 588 - Planting of succulents

Syd's Maintenance has been instructed to plant the succulents in the Breezeway.

Coordinate with Garden Committee

Awaiting confirmation from sub committee re decision on pebbles or mulch

14/01 confirmed with sub committee that planting will take place week commencing

18/01, awaiting confirmation of pebbles or mulch.

12/02 - **BM** was requested to obtain a new quote for planting of 1 planter box, in meantime, then proceed with 2nd box planter later

Status: In progress

Case 596 - Fire defect Rectification Update

Bld 1

Completed apart from 101

AED has inspected and provided an updated scope for a number that needed some minor variations.

Talyors approached BM during December they had more man power, so BM approached residence regarding early access.

304, 208, 212, 307, 214,227, 358, 322 - Completed

Bld 2 -

Complete apart from 210 and 220 - Variations are awaiting approval.

Bld 3 - Due to commence 22 Feb

361 - 330 - Access has been arranged for most.

Status: In progress

Case 605 - Bld 1 entry intercom inoperable

BM found Bld 1 intercom inoperable & making a beeping sound with the following on screen (111) .

NTS has advised that when any station is being used in the complex, any other station will show the 111 error & will be inoperable.
All working OK.

Status: Completed

Case 629 - Titan Access control program not communicating

Titan Access control program not communicating, not able to add new fobs to system.

09/02 - Josh onsite found back has not been undertake for over 2 years, set up for backup to perform auto on Friday 7pm weekly.
Software has crashed & unrecoverable (due to age) V2 rev 01.08.04, software must be updated to V3. Work order has been created & sent.
15/02 - NTS upgraded system to V3.4 (expires 10/2018) operating as normal. NTS have advised no need to upgrade to another system Titan will do everything we require.

Status: Completed

Case 656 - Intercom System Upgrade

BM has been advised by NTS that current intercom on building 3 has failed & will affect other buildings in future, needs to to be upgraded, due to no replacement/parts available for this model, as its been superseded.

BM has obtained 1 quote form NTS for the sum of \$44,770.00 - unto 3 handsets at a time

Option 1 - Aiphone GT Series -

Option 2 - ELVOX Due

Fili - \$46,640.00 - foto 7 handsets at a time

Plus - Item 3 Install New Backbone Cable for Progressive Cutover
200 m Bus Cable
\$2,640.00

BM is waiting on further quote from Epsilon.

Status: New

Case 539 - 09/11/2015 - Quotes for servicing Rheem Hot water tanks

The BM has sourced 3 x quotes for Rheem hot water tanks. The quotes are as follows:

1. Obriens Hotwater Service - \$ 604.50 + parts + gst per service
2. Rheem \$1170.00 + parts + gst per service
3. Emergency Hot Water - \$1400.00 + parts + gst per service

Obriens provides the best value based on cost, all other aspects of the quote and service are comparable.

Obriens have been appointed to service the Rheem Hotwater Tanks every 6 months at a cost of \$604 per service.

Status: Completed



Case 431 - 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.

Strata Plus confirm an order has been place on owner which expires on 16/02/16

Status: In progress

Case 516 - NCAT - Order for Adjudication

Strata Plus sent a notice to be placed on the Notice board advising of an application for adjudication in relation to the installation of unauthorised security screens in breach of by-law 5.2. The BM is waiting for further instructions.

Order expires 16 Feb 2016

Notice was placed on the Notice Board

Status: In progress

Case 611 - Laundry on Balcony - Appearance of Lot – By-Law 5.

A notice has been emailed to all residents & posted on all notice boards throughout the complex, regarding - **Laundry on Balcony - Appearance of Lot – By-Law 5.**

Status: Completed

Case 614 - Car space - Breach - Items in car space

19 Breach notice have been issued this afternoon, & cases will be added to the system next week with photos & documentation

Status: Completed

Case 617 - Dog barking

Resident has advised they have noticed a dog on the ground floor that has been constantly barking .

BM has replied to the owner unit 211 that we will keep our eye on the matter.

Status: Completed

Case 620 - Garbage outside unit 402 in foyer

BM - Found garbage outside unit 402, (see photos), will monitor

No details on system, resident info sheet placed under door.

Status: Completed

Case 635 - Unit 101 Car space non authorised items stored

1st notice issued

Status: New

Case 636 - Unit 105 Car space non authorised items stored

22/01 - 1st notice issued

Status: New

Case 637 - Unit 106 Car space non authorised items stored

22/01 - 1st notice

Status: New

Case 638 - Unit 108 Car space non authorised items stored

22/01 - 1st notice issued

Status: New

Case 639 - Unit 112 Car space non authorised items stored

22/01 - 1st notice issued

Status: New

Case 640 - Unit 115 Car space non authorised items stored

22/01 - 1st notice issued

Status: New

Case 641 - - Unit 201 Car space non authorised items stored

22/01 - 1st notice issued

Status: New

Case 642 - Unit 213 Car space non authorised items stored

22/01 - 1st notice issued

Status: New

Case 643 - Unit 217 Car space non authorised items stored

22/01 - 1st notice issued

Status: New

Case 644 - Unit 324 Car space non authorised items stored

22/01 - 1st notice issued

Status: New

Case 645 - - Unit 225 Car space non authorised items stored

22/0 - 1st notice issued

Status: New

Case 646 - Unit 227 Car space non authorised items stored

22/01 - 1st notice issued

Status: New

Case 647 - Unit 330 Car space non authorised items stored

22/01 - 1st notice issued

Status: New

Case 648 - Unit 333 Car space non authorised items stored

22/01 - 1st notice issued

Status: New

Case 649 - Unit 335 Car space non authorised items stored

22/01 - 1st notice issued

Status: New

Case 650 - Unit 352 Car space non authorised items stored

22/01 - 1st notice issued

Status: New

Case 651 - Unit 358 Car space non authorised items stored

22/01 - 1st notice issued

Status: New

Case 652 - Unit 404 Car space non authorised items stored

22/01 - 1st notice iussed

Status: New

Case 653 - Unit 406 Car space non authorised items stored

22/01 - 1st notice iussed

Status: New

Case 654 - Unit 428 Car space non authorised items stored

22/01 - 1st notice iussed

Status: New

Case 655 - Unit 432 Car space non authorised items stored

22/01 - 1st notice iussed

Status: New

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.

Property manager has reported further leaks in unit, inspected on 3/02 with MRC, found to be potentially coming from balcony above. Work order issued to MRC to provide quote.

ECD end March 2016

Status: In progress

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

The BM has instructed MRC plumbing to install 2 x new drains /plumbing into Apt. 110 southern balconies.

Apt. 101 will need a variation to the current plumbing install process.

Works have been completed.

Status: Completed



Case 569 - 25/11/2015 - Film has come off from light closest to Short St

Borrow Long ladder from Crest during AFSS works to stick back on.

Crest had no ladder long enough.

AGC Electrical replaced the orange film as a temporary measure.

AGC will return to replace with new film and perspex.

Status: Completed

Case 555 - Puncture Hole in Kitchen floor

The resident reported a puncture hole in the kitchen timber floor Taylors were doing works in the apartment.

Taylors did not report this.

Sent photo to Taylors and asked to discuss.

Inspected with Taylors. They said they will fix it.

Requested owner to contact Taylors to discuss the repair.

Status: In progress



Case 571 - Mulch plus general performance

The BM to instruct Gardeners to add mulch as required to cover irrigation in various locations.

BM to request the gardeners pay attention to the position of the up-lights.

Also to discuss general performance and raise the issue of litter.

BM has discussed the general performance with Syds, including to pay attention to up-lights, litter and mulch levels.

Status: Completed

Case 574 - Building 1 Rooftop Exhaust Fan

During inspection noticed the middle fan on building 1 rooftop not operating.

Investigated with Retro Air and determined the power supply is faulty and the bearings are showing evidence of wear.

Retro to quote to replace fan and isolator switch.

Follow up with Retro

Status: In progress

Case 581 - APT 105 - Doorbell and light

Doorbell and external stair light inoperable.
Email sent to Adam from Crest at 1215hr 08/12/15
Waiting on appointment confirmation
07/01/16 have been in contact with Crest awaiting confirmation

Contacted AGC Electrical to assess.
12/02 - AGC attended site and repaired light & replaced door bell.

Status: Completed

Case 587 - Apartment 320 intercom

Apartment 320 intercom. It appears the voice doesn't travel and can only hear cracking sounds. Also, the opening button doesn't operate the building front glass door release.

NTS advise that this needs to be addressed as part of the System Upgrade - **See Case 656 in Executive Summary.**

Contact info not updated, have emailed tenant to update accordingly. Await details.

Status: Completed

Case 589 - Intercom latch release not functioning

Intercom latch release for external gate not functioning, apt 408

NTS will be onsite 15/01
Tech to return to site Monday re weather - possible main board issue
18/01 - NTS has advised the system is faulty & requires to be repaired/replaced, effecting units (403-406 & 408-409) only. Have asked NTS for a quote to repair
22/01 - NTS have advised the following.

I have contacted NTS to confirm once these works have been implement, the system will be operating, once this has been confirm, we will push forward with works.

This will be addressed by the intercom upgrade - **See Case 656 in Executive Summary.**

Status: Completed

Case 591 - Lot 113 - Car Park Light inoperable

Light above Basement Lot 113 inoperable. Globe to be replaced under warrantee.

Status: In progress

Case 592 - Apt 312 - carpet to be reset in bedroom after water leak inspection

Noah's Ark has been instructed to relay the carpet in bedroom after water leak inspection.

Follow up Noah's Ark

Have forwarded Noah's details to owner to assist with completing carpet works.

Noah's have laid carpet on 5/01/16.

Status: Completed

Case 593 - - Tree pruning outside apt 320 balcony

Tree pruning outside apt 320 balcony. Syd's Maintenance is to arrange for an Arborist to prune tree.

Follow-up with Syd's as to when Arborist will be on site.

ECD: March 2016

Status: In progress

Case 594 - Courtyard gate to building 1 is slamming and not securing

Courtyard gate to building 1 is slamming and not securing

Door closer need adjusting

Abbco instructed to repair. Repaired and adjusted other courtyard gates at the same time.

Status: Completed

Case 595 - Loud buzzing sound from roof

A loud buzzing sound emanating from the roof of building three. The sound has become worse over the past week.

Retro confirmed attendance 21 Dec

Retro Air attended site & disconnect fan 21/12 & was to provide quote for replacement unit.

Retro advised that the supplier has been closed till 11 Jan. Fans will be replaced as soon as possible thereafter.

Fan has been replaced, tarp removed, tested and all OK.

Asset register to be updated with new fan

Status: Completed

Case 598 - Gate 1 + 3 Intercom damaged

Building Manager has found Intercom Panels on (gate 1 & 3) damaged over night - still operating

Appears panel has been attempted to be lifted off & broken from the bottom (side clips damaged/broken as in photos)

Status: Completed

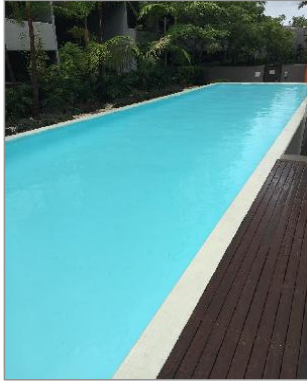


Case 599 - 07/01/2016 - Pool water levels - Excess

BM found high water levels in pool, due to excess rain over number of days, EcoBlue attended site to assist with dumping app 5000-10000L water

Pool will be serviced as per contract on Friday 08/01/16.

Status: Completed



Case 600 - unit 312 Water Leak 2nd Bedroom - Glass Door

Owner has advised that water has leaked once again thru the newly installed Glass door that Magic Glass installed in 2015.

06/01/16 Noahs Ark have pulled back carpet & blowers have been installed.

08/01/16 Contacted Magic Glass & they are inspecting area on Monday 11 Jan 16, under warranty.

11/01 - Magic Glass sealed frame & did a small water test on bottom of door frame, no water was seen

20/01 - Water tested door frame, water again leaked in through the left hand side of the frame from app 1300mm from bottom, around left hand corner, magic Glass have been called re a site inspection, under warranty.

04/02 - Magic glass attended site briefly, have organized an inspection for Tuesday 09/02 to further inspect seals & water test with magic glass.

Status: In progress



Case 602 - unit 360 Water leak bedroom - From roof

Owner advised water leaking into bedroom, minor damage to carpet.
Taylors was requested to inspect and report.

ECD: March 2016.

Status: In progress

Case 604 - Unit 406 Intercom not operating

Owner of 407 has advised the following.
Intercom not operating correctly, buzzer not working, when the person pressed the buzzer we had no internal notification.
The phone itself is making funny noise, & a humming sound.
Neighbour in 401 they seem to be having the same problem.
When pushing button, not opening door.

15/01 - tech to return to site Monday re weather - possible main board issue
18/01 NTS onsite inspecting intercom, have advised Call Module has failed & needs to be repair/replaced, will be off site for app 3 weeks, with a cost of app \$2000 & the module may not be repaired.

To seek quotes to replace complete system in building as it is now coming to the end of its life, NTS has in the past provided a quote, follow up with contractor.
Units this intercom effects are 403 - 409 only.

NTS advises the Intercom System needs upgrading - **See Case 656 in Executive Summary.**

Status: Completed

Case 610 - 19/01/2016 - Lift 3 - Not operating

Resident reported Lift 3 - Not operating at app

Status: Completed

Case 612 - 16/01/2016 - Lift # 3 break down

Resident advised Lift # 3 not operating, at app 1130pm, contacted Kone, onsite within 3 hours. lift in to normal service.

Status: Completed

Case 615 - 23/01/2016 - Lift #3 reported - not operating

At app 6pm on 23/01/16 a resident advised lift stuck on basement level, Kone were called & would have it into normal operation same evening.

Kone notes.

| | |
|-----------------------------|--|
| Condition on Arrival | NOT RUNNING - AT FLOOR - DOOR CLOSED |
| Report | LANDING ON B NOT CLOSING PROPERLY. ADJUSTED SAME |
| Condition on Leaving | Equipment running, back to normal operation |

| | | | |
|---------------------|------------------|-------------------------------|---|
| Arrival Time | 23/01/2016 20:57 | Passenger(s) Released | 0 |
| Finish Time | 23/01/2016 21:53 | Passenger Release Time | |

Status: Completed

Case 616 - Notice fallen off Building 4 gate into car park.

BM found notice fallen off Building 4 gate into car park.
Notice has been re-installed by Taylors at no cost.

Status: Completed

Case 618 - Bld 3 entrance step angle damaged

BM found metal angle damaged on entrance to building 3 to inspect with Taylor's 28/01/16 see photos.
Taylors will repair.

Status: In progress



Case 619 - Building 1 - hallway ceiling light fallen out

BM found building 1 - hallway ceiling light fallen out on to floor.
Taylor's rectified at no cost.

Status: Completed

Case 623 - 29/01/2016 - Calibrations Car Park CO Monitoring System

Eco Service attended site for calibration of CO Monitoring System

Car Park CO Monitoring System Comprising of:

Controller with 6 x Car Park Carbon Monoxide (CO) Detectors

Was serviced and calibrated to the manufactures recommendations using laboratory certified calibration gas.

Service Performed:

- Performed the biannual service and calibrations for January '16
- Checked all the CO detectors for response to test gas and calibrated
- Checked the controller for correct operation

Comments:

- Witness the ventilation fans (2 x CPEF & CPSF) operate, when the CO levels were increased.

Invoices: 1. \$341.00 [View Attachment](#)

Documents: 1. [View Attachment](#)

Status: Completed

Case 624 - 03/02/2016 - Apt 426 - Door Surround Repair

Bldg 4 Level 5 unit door frame near unit 426 has become dislodged from masonry near unit 426

Plaster coming away missing skirting in lobby

Taylor's will strip back masonry & install 2 expansion joints each side the unit metal door frames to assist, plaster & paint.

Estimated cost less than \$500.

Status: In progress

Case 625 - 04/02/2016 - Lift # 2 Stopped on basement level

Reported by resident.

| | | | |
|------------------------|---|---|------------------------------|
| Reported By | RON ONSITE on 04/02/2016 00:03 | | |
| Customer Report | ELEVATOR STOPPED,ALSO CARPARK LEVEL WHEN YOU PRESS BUTTON IT DOESN T MOVE FAST ENOUGH | | |
| | Condition on Arrival | RUNNING - RUNNING CORRECTLY | |
| | Report | LIFT IN SERVICE. CONTACTED CALLER. CHECKED CONTROL EQUIPMENT. CHECKED DOOR FUNCTIONS & LOCKS. | |
| | Condition on Leaving | Equipment running, back to normal operation | |
| | Arrival Time | 04/02/2016 00:37 | Passenger(s) Released |
| Finish Time | 04/02/2016 01:20 | Passenger Release Time | |

Status: Completed

Case 626 - 04/02/2016 - Lift 3 Stopped on ground level.

BM advised Lift 3 not operating at app 410pm, inspected lift, found to be stuck open on ground level,
Call Kone, advised contractor will be onsite within 3 hours.

| | | | |
|-----------------------------|---|--|--|
| Condition on Arrival | RUNNING - OPERATIONAL MALFUNCTIONING | | |
| Report | LIFT INTERMITTENTLY GOING ON FIRE SERVICE CHECKED BOTH CAR AND LANDING SWITCHES, SEEM OK LUBRICATED. IF FAULT REOCCURS FIRE SWITCHES MAY NEED TO BE REPLACED. | | |
| Condition on Leaving | Equipment running, back to normal operation | | |

| | | | |
|---------------------|------------------|-------------------------------|---|
| Arrival Time | 04/02/2016 18:14 | Passenger(s) Released | 0 |
| Finish Time | 04/02/2016 18:59 | Passenger Release Time | |

Status: Completed

Case 628 - Gas leakage annual inspection

Jemena code 592, attended site for gas leakage inspection, (yearly) basement & all levels of all building.

Schedule has been created in Mybos for future inspections.

Status: Completed

Case 630 - Unit 310 difficulty closing my gate

Resident of unit 310 has advised having difficulty closing & locking gate to entrance to unit - takes slamming it approximately 5-6 times each time.

BM has inspected gate, will require adjustment.

Status: New

Case 631 - 09/02/2016 - Hot water pipe burst near fire escape Bld 3

At app 1215 BM found Hot water pipe burst near fire escape Bld 3 & hot water gushing from the pipes, BM contacted Plumber & shut down Hot water system (see photos attached, video on iphone)

SMS all resident advising shut down

Pipe has 1 split approx 60mm

Marco arrived, draining system, cut out and replaced damaged pipe

Status: Completed



Case 633 - 11/02/2016 - Hot water leak - between Bld 1 & 2

BM was advised at app 538am of a leak in basement car park, on arrival, a bin has been placed under leak, plumber called

Plumber onsite (0930& has found leak within 2mm of another leak in the past, hence this section was cut out & replaced (600mm)

Status: Completed

Case 634 - Unit 111 sliding middle door wheels/replace - adjust

Unit 111 has advised sliding door wheels need to be adjusted due to difficulty in sliding door.

Abbco has been instructed to attend and repair.

ECD: Mid February

Status: In progress

Case 608 - Council Collection

Council Collection has been arranged for Wednesday 20/01/16, details below, Notices have been placed on boards around property.

Your booking reference numbers:

OBG0107410

Mattresses: OBG0107411

Status: Completed

Case 621 - Council Bulky/Metal Item pick-up

BM has organized a Council Bulky/Metal Item pick-up for 03/02 to assist in keeping Mondrian cleaner.

Notices have been posted on boards to advise residents.

Status: Completed

Case 622 - Sludge on timber decking

After heavy rain sludge from the garden was left on timber decking. Instructed cleaner to hose and mop.

Monitor after rain.

Status: Completed

Case 627 - Council Bulk Rubbish Pickup

BM has order a Council Bulk Rubbish Pickup, see details below.

Notice have been placed on the notice boards to advise residents.

Bulky household items:OBG0113389

Metal household items:OBG0113390

Mattresses:OBG0113391

Status: Completed

Case 564 - Mulch to cover irrigation pipes.

Various locations require mulching to cover irrigation pipes.
Instructed Syds to apply mulch as required.
Quote #1215 - Syd's - \$1340, paid 50% paid 18/12/15
Due to Xmas mulch installation will commence around 7 Jan 2016 TBC
Mulching completed by Syds on Tuesday 12 Jan.

Status: Completed

Case 613 - Powell St fallen Branch from Tree

BM found a fallen branch (from a Council tree) on Powell St,
A Tree Maintenance request has been actioned with the Council with a reference number of: OBG0109373

Council removed branch on 22/01/16

Status: Completed



Case 535 - Apt. 215 - faulty smoke alarm

The BM has instructed AFT to attend Mondrian apartment 215 to repair a reported smoke alarm from occupant.

The BM has instructed Crest to replace the alarm. ECD - 11th of Nov. 2015.

Resident advised that the alarm continues to go off randomly and confirms that it does not coincide with the dryer or cooking. Thu 19/11 04:05

Sat 21/11 19:05

Sun 22/11 14:50

Sun 22/11 22:24

Thursday 26/11 - 22:10, 22:40, 23:05, 00:18

Friday 27/11 - at 8:45. In every instance the has been nothing cooking, nor was the dryer on.

AFT attended Friday 27/11 - they removed the link between alarms, as they advise that sometimes this link can set the arms off due to power spike. AFT advise that they have seen this a number of times in other properties. This will stop the two alarms speaking to each other. if this solves the problem the link can be replaced with a wireless link that is less sensitive. If on of the alarms continues to go off it they have no other ideas other than replace it.

Crest confirms the problem is between 2 different brands of detectors. Crest advised AFT installed a different brand contacted AFT.

AFT returned and replaced the unit with a comparable unit and reconnected the cable between.

15/04 Resident has confirmed AFT has replaced the unit and the cable between 2 detectors & this has rectified the issue.

This was as a result of the previous replacement with the wrong detector. Will be at the cost of AFT.

Status: Completed

Case 601 - unit 360 Smoke detector not operating

Owner advised Smoke detector not operating, battery has been change.

AFT replaced smoke detector 12 January.

Check with Guy regarding payment responsibility.

Status: Completed

Case 606 - Forward Maintenance Program 2016

BM has prepare & regularly updates a register identifying & prioritising future Maintenance & upgrades for 2016 .
See attached.

ON GOING.

Documents: 1. [View Attachment](#)

Status: In progress

Case 237 - Water ingress to Apt. 426

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

11/01/16 Hall way entrance hatch was created & needs to be patched & painted.

Lounge room data point needs repaired

Met with Paul Evans, work order been sent to Plumber, inspected with plumber .

ECD - April 2016.

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.

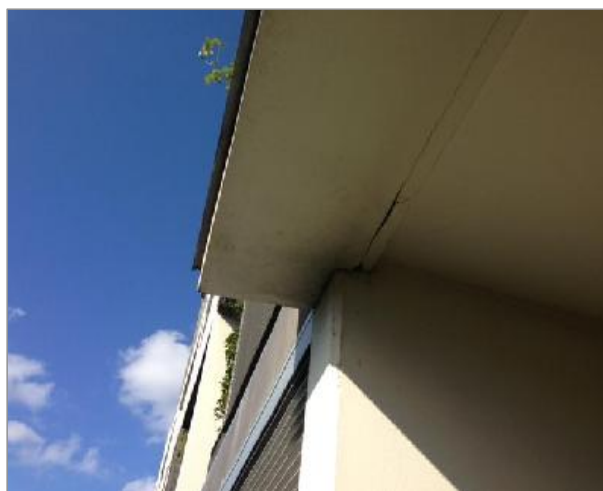
Soffit has been repaired by DJW, Rubie Services will be attending works to paint soffit. ECD - 23rd of Nov. 2015.

Soffit has not been painted as yet, follow-up with DJW Rubie Services. Handy Fix instructed to investigate and repair to reduce cost

Quote for \$473 has been received, we are arrange access with unit 410 for painting. 11/02 - resident has been away, arranging access when back in Sydney.

ECD end Feb

Status: In progress



Case 245 - 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.

Repaired previously - new leak appeared.

Further investigation by MRC then ECP to return and repair.

28/01 - Paul Evans confirmed this is outstanding, never been rectified, ECP on break till 09/02, left message will follow up

ECD: March 2016.

Status: In progress

Case 553 - Early Access - Taylors Fire Defects

Taylors advised they can get some more apartments done before Christmas.

21 Apartments responded to permit early access for these works.

Taylors prepared a schedule that identified 10 apartments to be done before Christmas ahead of the program.

to be done:

304 - 208 - 212 - 307 - 214 - 214 - 227 - 227 - 358 - 322 -

The above works have been completed

Status: Completed

Case 632 - Unit 301 - Mould forming on ceiling of bedroom

15/01 - Tenant has reported that the mould has returned on the ceiling of bedroom, again from works done in the unit in 2015, which has travelled across complete ceiling. Mould has been cleaned off.

19/01 - Inspected bedroom with Plumber & Property manager to assist in investigating issue.

Noted that expansions joints on external of building have started to fail around joints of slabs

Monitor in future should mould return

Status: Completed

Case 603 - Ceiling leak out site unit 414

Resident advised a small leak from ceiling out site unit 414. (end of common hall way) Bucket has been placed under leak.

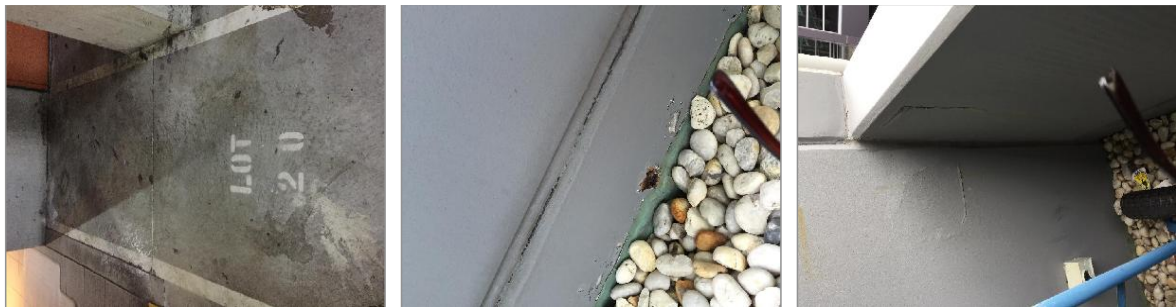
BM inspected leak at 9am, slow leak, ceiling paint has bubbled, BM has pierced the bubble to relieve water build up.

18/01/016 Inspected area with MCR wet patch on carpet, have organized access with unit 414, potential waterproofing issue with unit 414.

19/01 - organising with resident of 414 to gain access to inspect with MCR

28/01 - Inspected balcony with MRC, found leaching on balcony walls (see photos& potentially no balcony floor waste, check scope of works re balcony waterproofing. MRC investigating balcony of 426 up stairs. Potential expansion joints failure on sides of building & of balcony.

Status: New



Case 572 - POLICE ACCESS

The Building Manager has been instructed to work with Redfern Police and issue a security fob so they can access the building in emergency out of hours. A proforma spreadsheet has been completed and provided to the Police. Police confirm that they have received the Data sheet. Fob yet to be issued.

ECD - Mid February

Status: In progress

SCHEDULED MAINTENANCE REPORT

| Date | Subject | Comment | Status |
|-------------|---|-------------------|---------------|
| 01/01/2016 | Cleaning & garbage removal | | Completed |
| 01/01/2016 | Swimming pool Service Friday - Twice weekly - Mon & Fri. | EcoBlue onsite. | Completed |
| 01/01/2016 | Weekly Garden Maintenance | Contractor onsite | Completed |
| 02/01/2016 | Automatic fire detection & alarm systems test | | Completed |
| 02/01/2016 | Testing Fire Hydrant System | | Completed |
| 02/01/2016 | Update Asset Register | | Completed |
| 02/01/2016 | Roof top exhaust fan inspection | | Completed |
| 02/01/2016 | Testing Occupant Warning System | | Completed |
| 04/01/2016 | Swimming pool service Monday - Twice weekly - Mon & Fri. | | Completed |
| 04/01/2016 | Weekly Cleaning inspection with cleaner 8.30am start | | Completed |
| 04/01/2016 | Weekly inspection of all building corridors | | Completed |
| 04/01/2016 | Inspection of all Mondrian fire stairs | | Completed |
| 05/01/2016 | Inspection of communication rooms 1,2,3 & 4 | | Completed |
| 06/01/2016 | Outdoor light audit | | Completed |
| 07/01/2016 | Weekly Invoicing | | Completed |
| 08/01/2016 | Swimming pool Service Friday - Twice weekly - Mon & Fri. | EcoBlue onsite | Completed |
| 08/01/2016 | Weekly Garden Maintenance | | Completed |
| 11/01/2016 | Swimming pool service Monday - Twice weekly - Mon & Fri. | | Completed |
| 11/01/2016 | Weekly Cleaning inspection with cleaner 8.30am start | | Completed |
| 11/01/2016 | Weekly inspection of all building corridors | | Completed |
| 11/01/2016 | Inspection of all Mondrian fire stairs | | Completed |
| 12/01/2016 | Inspection of communication rooms 1,2,3 & 4 | | Completed |
| 13/01/2016 | Outdoor light audit | | Completed |
| 14/01/2016 | Weekly Invoicing | | Completed |
| 15/01/2016 | Swimming pool Service Friday - Twice weekly - Mon & Fri. | | Completed |
| 15/01/2016 | Weekly Garden Maintenance | | Completed |
| 18/01/2016 | Swimming pool service Monday - Twice weekly - Mon & Fri. | | Completed |
| 18/01/2016 | Weekly Cleaning inspection with cleaner 8.30am start | | Completed |
| 18/01/2016 | Weekly inspection of all building | | Completed |

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| | corridors | | |
| 18/01/2016 | Inspection of all Mondrian fire stairs | | Completed |
| 19/01/2016 | Inspection of communication rooms 1,2,3 & 4 | | Completed |
| 20/01/2016 | Outdoor light audit | | Completed |
| 21/01/2016 | Weekly Invoicing | | Completed |
| 22/01/2016 | Swimming pool Service Friday - Twice weekly - Mon & Fri. | | Completed |
| 22/01/2016 | Weekly Garden Maintenance | | Completed |
| 25/01/2016 | Swimming pool service Monday - Twice weekly - Mon & Fri. | | Completed |
| 25/01/2016 | Weekly Cleaning inspection with cleaner 8.30am start | | Completed |
| 25/01/2016 | Weekly inspection of all building corridors | | Completed |
| 25/01/2016 | Inspection of all Mondrian fire stairs | | Completed |
| 26/01/2016 | Inspection of communication rooms 1,2,3 & 4 | | Completed |
| 27/01/2016 | Outdoor light audit | | Completed |
| 27/01/2016 | Automatic fire suppression systems test | | Completed |
| 28/01/2016 | Weekly Invoicing | | Completed |
| 29/01/2016 | Swimming pool Service Friday - Twice weekly - Mon & Fri. | | Completed |
| 29/01/2016 | Weekly Garden Maintenance | | Completed |
| 07/02/2016 | Spray Locks with Graphite | | Completed |
| 01/02/2016 | Cleaning & garbage removal | Council pickup for 03/02. notices have been placed. | Completed |
| 01/02/2016 | Swimming pool service Monday - Twice weekly - Mon & Fri. | | Completed |
| 01/02/2016 | Weekly Cleaning inspection with cleaner 8.30am start | Meeting on 29/01 due to him being on leave for next few weeks. | Completed |
| 01/02/2016 | Weekly inspection of all building corridors | | Completed |
| 01/02/2016 | Inspection of all Mondrian fire stairs | | Completed |
| 02/02/2016 | Automatic fire detection & alarm systems test | | Completed |
| 02/02/2016 | Testing Fire Hydrant System | | Completed |
| 02/02/2016 | Update Asset Register | | Completed |
| 02/02/2016 | Roof top exhaust fan inspection | | Completed |
| 02/02/2016 | Inspection of communication rooms 1,2,3 & 4 | | Completed |
| 02/02/2016 | Testing Occupant Warning System | | Completed |
| 03/02/2016 | Outdoor light audit | | Completed |

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| 04/02/2016 | Weekly Invoicing | Completed |
| 07/02/2016 | Advise residents of balcony pebble safety | Na |
| 05/02/2016 | Swimming pool Service Friday - Twice weekly - Mon & Fri. | Completed |
| 05/02/2016 | Weekly Garden Maintenance | Completed |
| 08/02/2016 | Annual Gas Leakage Inspection | Completed |
| 08/02/2016 | Swimming pool service Monday - Twice weekly - Mon & Fri. | Completed |
| 08/02/2016 | Weekly Cleaning inspection with cleaner 8.30am start | Completed |
| 08/02/2016 | Weekly inspection of all building corridors | Completed |
| 08/02/2016 | Inspection of all Mondrian fire stairs | Completed |
| 09/02/2016 | Inspection of communication rooms 1,2,3 & 4 | Completed |
| 10/02/2016 | Outdoor light audit | Completed |
| 25/02/2016 | Rheem Hotwater Tank 6 monthly service | Na |
| 11/02/2016 | Weekly Invoicing | Completed |
| 12/02/2016 | Swimming pool Service Friday - Twice weekly - Mon & Fri. | Completed |
| 12/02/2016 | Weekly Garden Maintenance | Completed |
| 15/02/2016 | Swimming pool service Monday - Twice weekly - Mon & Fri. | Completed |
| 15/02/2016 | Weekly Cleaning inspection with cleaner 8.30am start | Completed |
| 15/02/2016 | Weekly inspection of all building corridors | Completed |
| 15/02/2016 | Inspection of all Mondrian fire stairs | Completed |
| 16/02/2016 | Inspection of communication rooms 1,2,3 & 4 | Na |
| 17/02/2016 | Outdoor light audit | Na |
| 18/02/2016 | Weekly Invoicing | Na |
| 19/02/2016 | Swimming pool Service Friday - Twice weekly - Mon & Fri. | Na |
| 19/02/2016 | Weekly Garden Maintenance | Na |
| 22/02/2016 | Swimming pool service Monday - Twice weekly - Mon & Fri. | Na |
| 22/02/2016 | Weekly Cleaning inspection with cleaner 8.30am start | Na |
| 22/02/2016 | Weekly inspection of all building corridors | Na |
| 22/02/2016 | Inspection of all Mondrian fire stairs | Na |
| 23/02/2016 | Inspection of communication rooms 1,2,3 & 4 | Na |
| 24/02/2016 | Outdoor light audit | Na |

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| 25/02/2016 | Weekly Invoicing | Na |
| 26/02/2016 | Swimming pool Service Friday - Twice weekly - Mon & Fri. | Na |
| 26/02/2016 | Weekly Garden Maintenance | Na |
| 27/02/2016 | Automatic fire suppression systems test | Na |
| 29/02/2016 | Swimming pool service Monday - Twice weekly - Mon & Fri. | Na |
| 29/02/2016 | Weekly Cleaning inspection with cleaner 8.30am start | Na |
| 29/02/2016 | Weekly inspection of all building corridors | Na |
| 29/02/2016 | Inspection of all Mondrian fire stairs | Na |
| 01/03/2016 | Cleaning & garbage removal | Na |
| 01/03/2016 | Inspection of communication rooms 1,2,3 & 4 | Na |
| 02/03/2016 | Automatic fire detection & alarm systems test | Na |
| 02/03/2016 | Testing Fire Hydrant System | Na |
| 02/03/2016 | Update Asset Register | Na |
| 02/03/2016 | Emergency & exit lighting | Na |
| 02/03/2016 | Roof top exhaust fan inspection | Na |
| 02/03/2016 | Outdoor light audit | Na |
| 02/03/2016 | Testing Occupant Warning System | Na |
| 02/03/2016 | Update Residents contact details in Mybos | Na |
| 03/03/2016 | Weekly Invoicing | Na |
| 03/03/2016 | Testing hose reel system - six monthly | Na |
| 03/03/2016 | Testing hose reel system. | Na |
| 03/03/2016 | Testing portable fire extinguishers - half yearly | Na |
| 03/03/2016 | Fire Hydrant landing Valves Testing | Na |
| 04/03/2016 | Swimming pool Service Friday - Twice weekly - Mon & Fri. | Na |
| 04/03/2016 | Weekly Garden Maintenance | Na |
| 07/03/2016 | Swimming pool service Monday - Twice weekly - Mon & Fri. | Na |
| 07/03/2016 | Weekly Cleaning inspection with cleaner 8.30am start | Na |
| 07/03/2016 | Weekly inspection of all building corridors | Na |
| 07/03/2016 | Inspection of all Mondrian fire stairs | Na |
| 08/03/2016 | Inspection of communication rooms 1,2,3 & 4 | Na |
| 09/03/2016 | Outdoor light audit | Na |
| 10/03/2016 | Weekly Invoicing | Na |
| 11/03/2016 | Swimming pool Service Friday - | Na |

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| | Twice weekly - Mon & Fri. | |
| 11/03/2016 | Weekly Garden Maintenance | Na |
| 14/03/2016 | Swimming pool service Monday - Twice weekly - Mon & Fri. | Na |
| 14/03/2016 | Weekly Cleaning inspection with cleaner 8.30am start | Na |
| 14/03/2016 | Weekly inspection of all building corridors | Na |
| 14/03/2016 | Inspection of all Mondrian fire stairs | Na |
| 15/03/2016 | Inspection of communication rooms 1,2,3 & 4 | Na |
| 16/03/2016 | Outdoor light audit | Na |
| 16/03/2016 | Proguard Pest control | Na |
| 17/03/2016 | Weekly Invoicing | Na |
| 18/03/2016 | Swimming pool Service Friday - Twice weekly - Mon & Fri. | Na |
| 18/03/2016 | Weekly Garden Maintenance | Na |
| 21/03/2016 | Swimming pool service Monday - Twice weekly - Mon & Fri. | Na |
| 21/03/2016 | Weekly Cleaning inspection with cleaner 8.30am start | Na |
| 21/03/2016 | Weekly inspection of all building corridors | Na |
| 21/03/2016 | Inspection of all Mondrian fire stairs | Na |
| 22/03/2016 | Inspection of communication rooms 1,2,3 & 4 | Na |
| 23/03/2016 | Outdoor light audit | Na |
| 24/03/2016 | Weekly Invoicing | Na |
| 25/03/2016 | Swimming pool Service Friday - Twice weekly - Mon & Fri. | Na |
| 25/03/2016 | Weekly Garden Maintenance | Na |
| 27/03/2016 | Automatic fire suppression systems test | Na |
| 28/03/2016 | 6 monthly pump maintenance | Na |
| 28/03/2016 | Swimming pool service Monday - Twice weekly - Mon & Fri. | Na |
| 28/03/2016 | Weekly Cleaning inspection with cleaner 8.30am start | Na |
| 28/03/2016 | Weekly inspection of all building corridors | Na |
| 28/03/2016 | Inspection of all Mondrian fire stairs | Na |
| 29/03/2016 | Inspection of communication rooms 1,2,3 & 4 | Na |
| 30/03/2016 | Outdoor light audit | Na |
| 31/03/2016 | Weekly Invoicing | Na |