



[Premium Building Management](#)  
Air Apartments | SP 93392 - SP 93392  
10 Atchison St St Leonards NSW 2065  
[Site Contact](#)  
Karl Reid  
0415 553 228  
form@premiumbuildingmanagement.com.au

WO REQUEST #	1070-A
DATE REQUESTED	15/04/2022
DUE BY	15/04/2022
PRIORITY	Urgent
ASSIGNED TO	

Auto Lift Garage Doors & Gates  
Mob:  
Ph: 02 9534 0444

## JOB INFORMATION

[Job Area](#)  
Common - Asset

[Asset](#)  
Residential roller shutter

## SUBJECT

SP93392 | Damaged Residentail garage Door

## JOB DESCRIPTION

On behalf of the Owners Corporation, we kindly invite you to attend the above site within the Building managers onsite hours to inspect and remedy a damaged Garage door.

It is the residentail Garage Door (or second garage door leading to the basement carpark, the main gargae door is managed by others) Please call 0415 553 228 with the report - if you can not fix today please let me know as i need to arrange securirty.

**\*\*\*Please reply to this request so i know it has been recieved.**

If you have any questions please do not hesitate to call.

**All contractors must contact the Building manager on arrival and departure of site and must sign in/out the log book located at the building managers office.**

**For assistance call the onsite Building Manager on: 0415 553 228**

**Onsite hours: 7;30-4;00 Mon-Fri.**

## MEDIA

## TERMS & CONDITIONS

Please forward all invoices to the Building Manager for approval. NO invoices will be processed until approved by the Building Manager. All Contractors and/or Service Providers must log their attendance onsite with the Building Manager by signing the Contractor Register prior to commencing work and sign-out on departure while returning keys. New Contractors and Service Providers MUST undertake Site Induction BEFORE proceeding with any works.