



[Premium Building Management](#)  
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<b>WO REQUEST #</b>	456-A
<b>DATE REQUESTED</b>	23/08/2021
<b>DUE BY</b>	24/08/2021
<b>PRIORITY</b>	Medium
<b>ASSIGNED TO</b>	

All Doors NSW  
Mob: 0417 528 785  
Ph:

## JOB INFORMATION

[Job Area](#)  
Common - Asset

[Asset](#)  
Garage Main Roller Shutter

## SUBJECT

All Doors NSW - Quarterly Maintenance Schedule of Roller shutter

## JOB DESCRIPTION

Please proceed with the initial quarterly maintenance to the following equipment:

- 1x Garage roller door Residential

Frequency: Quarterly (4 times per year)

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: 0414 108 794 Onsite hours: 7:30am - 3:30pm Mon-Fri.

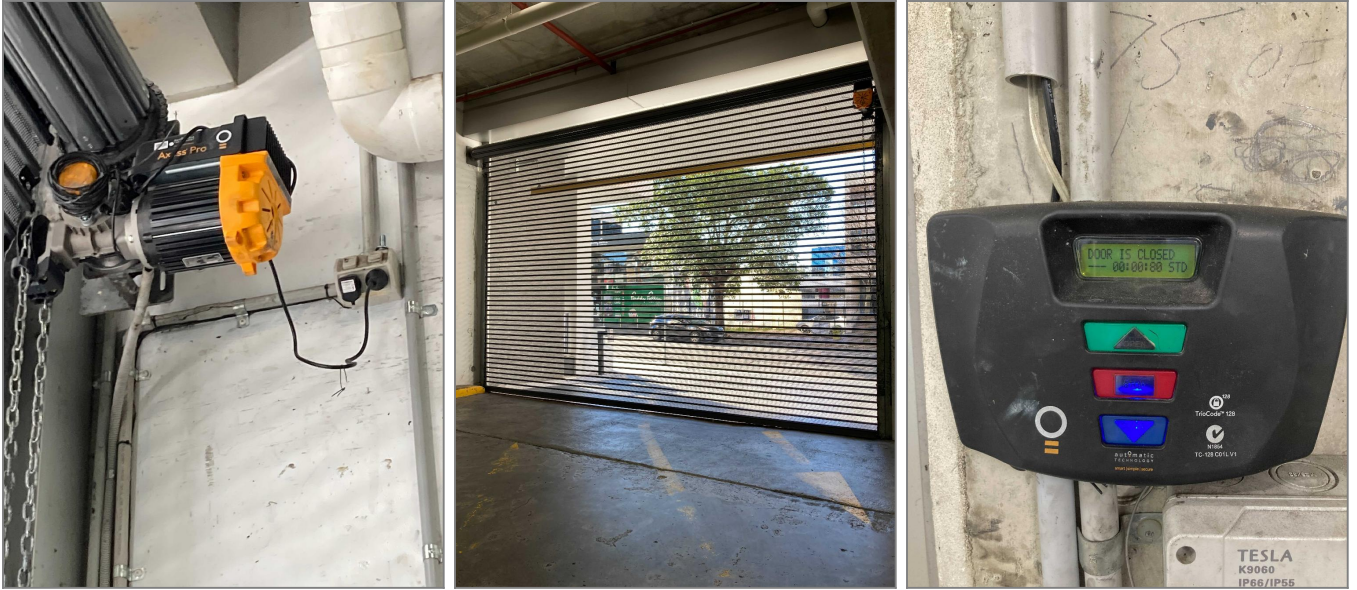
## WORK ORDER DESCRIPTION

Hi Jaymee,

Please see attached WO regarding the quarterly servicing of our main roller shutter.

Should you have any further enquires, please don't hesitate to let me know.

## 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.