WO REQUEST #	1243-A
DATE REQUESTED	20/09/2023
DUE BY	20/09/2023
PRIORITY	Low

ASSIGNED TO

SBAFM
Atmosphere BMC – DP1243231 - DP 1243231
299 Old Northern Road Castle Hill NSW 2154
Site Contact
Tommy Building Manager
0474 078 980
atmospherebm@sbafm.com.au

All Doors (NSW) Pty Ltd
Mob: 0417528785
Ph: 417528785

View this Work Order online:
https://app.mybos.com/c/eBBdGgFbbdHAc

JOB INFORMATION

Job Area
Common - Asset

Asset
Roller Shutter Motor
Roller Shutter Curtain - Terminus St Exit
Roller Shutter Curtain - Crane Rd Entry
Car Park B1

SUBJECT

DP1243231 - Quarterly maintenance of 4 x roller shutters

JOB DESCRIPTION

DP1243231 - Quarterly maintenance of 4 x roller shutters:

1 x roller shutter in loading dock off Crane Rd;
2 x roller shutter (entry & exit) off Crane Rd;
1 x roller(exit) shutter off Terminate St.

MEDIA

TERMS & CONDITIONS

If this is a **WORK ORDER**

Contractors MUST contact the Building Manager upon arrival for each site attendance.
This includes jobs where you have booked directly with the resident of a unit.

0474 078 980
atmospherebm@sbafm.com.au

Contractors must have presented any applicable insurance certificates, licenses, safety documentation to avoid delays when arriving onsite.

You must advise the Building Manager in advance if the work includes any High-Risk activity. As well as Hot Works, Dust Generating Work, Welding, Height Access, Confined Spaces, Traffic Management.
If you are working in the carpark then you must always manage traffic and be wearing High Viz PPE .
Your SWMS will be expected to manage all risks as well as these.

INVOICES and **QUOTES**

Quote or Bill to:

DP1243231 - Atmosphere BMC
co/- Dependable Strata

8/23-25 Forest Road

ARNCLIFFE NSW 2205

Payment
Invoices are pre-approved by the building manager before being submitted to the committee.
Expected payment is between 2-4 weeks.
Please contact the Building Manager in the first instance if you have concerns about payment.

INVOICE/S, PHOTOS, REPORT/S & QUOTE/S RELATING TO THIS CASE SHOULD BE UPLOADED BY YOUR COMPANY TO THE CONTRACTOR PORTAL USING THE LINK ON THE TOP RIGHT OF THE WORK ORDER. *The link has the heading "View this Work Order online"*

Work Order Numbers
Ensure that the Case number or Work Order number are shown on your quote/invoice.

Adequate detail on or with your invoice.
Photos that clearly show which area and the detail of completed work help to speed up payment.
Service Reports are required if you are servicing any of the buildings assets.
Invoices must have enough detail so that committee members can understand what the payment is for.

We suggest copying any applicable work order text into your invoice.
This also applies to quoted work.