



WO REQUEST #	816-A
DATE REQUESTED	31/12/2021
DUE BY	10/01/2022
PRIORITY	Low
ASSIGNED TO	

**SBAFM**

Atmosphere BMC - DP1243231 - DP 1243231  
299 Old Northern Road Castle Hill NSW 2154

**Site Contact**

Atmosphere BMC Building Manager  
0474078980  
atmospherebm@sbfm.com.au

**JOB INFORMATION**

**Job Area**

Common - Asset

**Asset**

Roller Shutter Curtain - Terminus St Exit

**SUBJECT**

Terminus St Exit Roller Shutter is unusually noisy

**JOB DESCRIPTION**

**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@sbfm.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 BMCco/- Sarraf StrataPO Box 520  
Hurstville NSW 1281

Email them to:  
atmospherebm@sbfm.com.au

### **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.

### **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.