



WO REQUEST #	1605-A
DATE REQUESTED	15/06/2022
DUE BY	15/06/2022
PRIORITY	Medium
ASSIGNED TO	

[SBAFM](#)
SP 99623 - Atrium - SP 99623
21 Atkinson St Liverpool NSW 2170
[Site Contact](#)
Atrium Building Manager
0477547945
atrium@sbfm.com.au

All Doors NSW Pty Ltd
Mob: 0417528785
Ph:

JOB INFORMATION

[Job Area](#)
Common - Asset

[Asset](#)
Car Park Entrance Door - General

SUBJECT

ATRIUM ROLLER SHUTTER DOOR - FAULT.

JOB DESCRIPTION

Main entry/exit roller shutter door - in fault and failing to secure. Are you able to get a technician sent out today to get this rectified please.

Please contact the Building Manager on: 0477 547 945 when on site to sign in the contractor work sheet.

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.

0477 547 945
atrium@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:
SP 99623
C/- INDEPENDENT UNIT MANAGEMENT PTY LTD
PO BOX 155
LIVERPOOL BC NSW 1871

Email to:
atrium@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.