




WO REQUEST #	2215-A
DATE REQUESTED	12/12/2022
DUE BY	16/12/2022
PRIORITY	High
ASSIGNED TO	

SBAFM
 BMC DP271179 - BMC DP271179
 23 Bennelong Parkway Wentworth Point NSW 2127 Ph:
[Site Contact](#)
 Tusitha K
 0473 804 289
 otw@sba.fm.com.au

All Doors
 Mob: 04

 View this Work Order online:
<https://app.mybos.com/c/DDGFDHIBjbfj>

JOB INFORMATION

[Job Area](#)
 Common - Asset

[Asset](#)
 Car Park Exit Gate

SUBJECT

Main Carpark Exit Gates showing intermittent failure to open.

JOB DESCRIPTION

Dear Dominic

We spoke about this case earlier today.

The two **exit** garage door gates have been reported today by residents, and was also noted today by me **as not opening on an intermittent basis**. Consequently, lines of cars waiting to exit were **noted at different periods** throughout the day.

As you will appreciate, this presents as a safety hazard as well as causing unnecessary stress for persons attempting to exit the carpark.

In my speaking with the Strata Manager on this matter earlier today, he suggested this issue needs prompt attention.

Please attend and rectify this issue with speed.

Kindly keep me informed as to the progression of this matter.

Thank you.
 OTW Building Management.

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WORK ORDER DESCRIPTION

Earlier today I spoke to Dominic (All Doors) at length about this issue.
OTW Building Management.

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MEDIA

TERMS & CONDITIONS

For **WORK ORDERS or QUOTE REQUESTS.**

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.

0473 804 289
otw@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, etc.

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:
DP271179 - OTW BMC
co/- Sarraf Strata
PO Box 520
Hurstville NSW 1281

Payment

Invoices are pre-approved by the building manager before being submitted to the BMC. 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 Work Order number is shown clearly 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.

It helps us greatly if you upload these using the portal.

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.