




WO REQUEST #	2288-A
DATE REQUESTED	03/03/2023
DUE BY	03/03/2023
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/dFgAdHjBjbIfj>

JOB INFORMATION

[Job Area](#)
 Common - Asset

[Asset](#)
 Car Park Exit Gate

SUBJECT

Main Car park Exit Gate NOT fully closing.

JOB DESCRIPTION

Dear Dominic

I spoke to you about this matter on the phone about 20 minutes ago, and messaged you the **attached** photo.

Please attend and rectify the OTW Main Garage Exit door which I noted as **NOT** closing fully, on the closing motion. As such the locking aspect is not activated.

Thank you.

Regards
 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.