WO REQUEST #	2430-A
DATE REQUESTED	31/05/2023
DUE BY	31/05/2023
PRIORITY	High
ASSIGNED TO	

SBAFM
BMC DP271179 - BMC DP271179
23 Bennelong Parkway Wentworth Point NSW 2127
Site Contact
Tusitha K
0473 804 289
otw@sbafm.com.au

All Doors
Mob: 04
Ph:

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

JOB INFORMATION

Job Area
Common - Asset

Asset
Car Park Exit Gate

SUBJECT

Exit Gate malfunction - OTW

JOB DESCRIPTION

Good morning Team

As discussed with Jaime a few minutes ago, please attend and rectify the malfunctioning Exit Gate of the Main Garage.

Please note the same photo I messaged Jaime earlier - **attached**.

Thank you.

Kind regards
OTW Building Management.
==========

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@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, 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.