RIVERWALL RESTORATIONS PTY LTD

Building, Restorations & Technologies

WORK ORDER

		Work Order Number:	**39108-10531**
		All Doors NSW Pty Ltd	
Insured:	Caljan Pty Ltd T/ As Windsor Seafoods.	Attention of	
Site:		96 128 338 643	
Site Address:	74 George St, Windsor NSW 2756		
Insured Contact			
Mobile:	041922822	**Job Number:**	**39108**
Email Address:	susanlane@westnet.com.au	Requested By:	Chris Tsoukalas
		Date of Request:	13/07/2023
Cause of Loss:	Fire		

Dear All Doors NSW Pty Ltd

Please can you attend site and address the works below to be carried out at 74 George St, Windsor, NSW 2756

The site contact for this address is Caljan Pty Ltd T/ As Windsor Seafoods. 041922822

Riverwall will require that no trades are to commence with any private works without prior consent by Riverwall management.
Please also include your safe working method statement with your invoices (SWMS)

INVOICING: (Please note invoices cannot be processed without this information)
All invoices submitted to Riverwall must be sent to payables@riverwall.com.au
Invoices must contain the following information:
Riverwall Job number and the work order number as well as the site address.

General Notes:

1. Allowances have been made only for the works specified above. Should any additional work be necessary a variation request will be submitted for approval.
2. All works will be carried out in a quality tradesman-like manner.
3. Safety equipment is to be used in accordance with WHS Regulations.
4. Project duration is generally subject to weather conditions, availability of materials and signing of agreements.
5. Where applicable, we have made no allowance to handle, move, pack or store any contents items, furniture or furnishings unless listed in the scope above.
6. Protect all necessary surfaces and finishes prior to commencement of work.
7. All new materials, finishes, surfaces and colours are to match existing as close as possible.
8. Conduct a dilapidation report prior to commencement of works to include any pre-existing damages on site
9. All trades must remove their own rubbish and waste away from site at the end of each shift. Any trades that fail to do so will be liable for any back charges that occur.

* The following items are excluded: - Local Council, Government utility charges, statutory fees, surveyor,

Engineer or Architect fees, rock excavation, unforeseen defects and landscaping.

The work order includes preparation of previously painted surfaces being the scraping of visible flaking paint only, the cleaning, washing down, sanding and preparation of the existing surface, repair and patching of the surface and application of the specified finish. No warranty can be provided as to the suitability or condition of the existing substrate surface, which is not visible, or the long-term adhesion of the original paints to the surface material

Please attend to 74 George St, Windsor, NSW 2756 and complete the following scope of works listed below:

Our instruction to you is as follows

Hi Dom, as discussed you have attended site to assess front shutter to the front entrance of the shop, pulled shutter apart to make safe but Shutter can not be restored, please provide quote to replace shutter and please invoice your attendance. please make out all quotes and invoices to Restorations thanks.

SCOPE OF WORKS

Doors	Material	Labour
shutter door		
assess and make safe front shutter	*N/A*	*1/hr*

Totals		Totals
	Subtotal	$220.00
	GST	$22.00
	Total	**$242.00**

COVID-19 RESPONSE

QUESTIONS TO ASK YOUR WORKERS IN RELATION TO COVID-19

The following set of questions must be used as part of an induction, a tool box talk or through other consultative arrangements to ascertain the level of risk to your workplace.

CORONA VIRUS (COVID-19) QUESTIONNAIRE

1. **Have you recently returned from overseas travel in the last 14 days?**

If yes – Required to self-Isolate for 14 days from the date or arrival into Australia

2. **Have you been in contact with a person confirmed sick with COVID-19?**

If yes – Required to self-Isolate for 14 days from the date or arrival into Australia

3. **Do you have an of the following symptoms “Having travelled overseas” in the last 14 days: Fever, cough runny nose, shortness of breath and other symptoms**

If yes – Call GP to arrange appointment & Required to Self-Isolate for at least 14 days pending examination

4. **Do you have any of the following symptoms "Without having travelled": Fever, cough runny nose, shortness of breath and other symptoms.**

If yes – Call GP to arrange appointment and discuss symptoms.

5. **Are you planning on travelling overseas in the future?**

If yes – Let your employer know prior to leaving to arrange a return to work timeline.

PROTECTING AGAINST COVID-19 (PROCEDURE)

1. Include Corona Virus (COVID-19) screening into your organisations induction agenda, along with the signed declaration by the site management representative that "to the utmost of my powers, I have communicated (or have had someone translate) the Corona Virus (COVID-19) Questionnaire and Procedure to the inductee / toolbox attendee
2. Consult with all interested parties associated with your organisations business or undertaking to request they screen themselves and their workers for COVID-19 prior to attending a workplace under the management or control of your organisation
3. Ensure the Corona Virus (COVID-19) questionnaire is communicated and / or translated to all persons undertaking an induction
4. Consider limiting or reducing recirculated air-conditioning in workplaces
5. Monitor, communicate and amend Corona Virus (COVID-19) questionnaire with daily updates by the State or Territories Health Department as necessary.
6. Ensure regular consultative arrangements include current updates from the State or Territories Health Department and allows for participative engagement by the works to raise any concerns they may have.
7. Provide additional hand sanitizers and washing stations where reasonably practicable.

SOCIAL DISTANCING

1. Avoid crowds an mass gathering where it is difficult to keep the appropriate distance away from others.
2. Avoid small gatherings in enclosed spaces.
3. Endeavour to conduct consultation meetings in large open areas (outside if possible and ensure participants stand apart by at least 1.5m and safe to do so).
4. Avoid shaking hands, hugging or kissing other people
5. Avoid visitation or conducting works near vulnerable people.

HOME ISOLATION

1. If you are self-isolating you should stay in a different room from other people or be separated as much as possible, especially with those at risk of severe diseases (such as elderly people with heart, lung or kidney conditions and diabetics). People who have symptoms and might be infected with CVOID-19 should wear surgical face masks when in the same room as another person & when seeking medical advice to reduce the risk of transmitting COVID-19 to anyone else. Face masks are not recommended for the general population.
2. If someone in your household is self-isolating the aforementioned control measures should be adhered to. Other members of the household are not required to be isolated unless they have been overseas in the last 14 days or have been in close contact of a confirmed COVID-19 case

MORE INFORMATION AND SUPPORT

1. Call the National Coronavirus Health Information Line on 1800 020 080
2. Visit the Australian Health Website - Corona Virus (COVID-19)

https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert/coronavirus-covid-19-current-situation-and-case-numbers

Please complete the above questions

Name:

Signature: _____ Date:_____

Please return the signed copy of this to the sender once completed.