



Building Managers Report SP83974, Acacia

2 Peninsula Drive, Breakfast Point,
NSW, 2137

ESTATE MANAGERS
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BUILDING MANAGEMENT REPORT

Building Name: Acacia (SP83974)

Building Manager: Matthew Donnellan

The following report outlines the various activities undertaken by Estate Managers from 21st July 2022 till 17th September 2022.

1. Executive Summary

- All contractors' services were performed as planned.
- There were no incidences to report during this reporting period

2. Maintenance & Repair

Cleaning & Waste

Case 555 - 10/05/2022 - Inaccessible Window Cleaning

Quote request for the inaccessible window cleaning.

O'Briens Window Cleaning have quoted for the cleaning of the inaccessible window cleaning and the fixed louvers on the southern side of the building. Quote \$3800.00 + GST

Magic Glass have quote for the cleaning of inaccessible windows (Not the Louvers) Quote \$3,960.00 + GST

Campark have quote for the cleaning of inaccessible windows (Not the Louvers) Quote \$5,300.00 + GST

SC approved O'Brien's quote.

06/09/2022 - Waiting for Dukes to complete front entrance before cleaning windows.

17/09/2022 - Work order issued to O'Briens to complete window cleaning. Requesting 3 weeks notice.

Quotes: 1. \$5,300.00 [View Attachment](#) 2. \$3,960.00 [View Attachment](#) 3. \$3,800.00 [View Attachment](#)

Status: In Progress

Case 595 - 28/06/2022 - Wall lights tripping

28/06/2022 - EM found front entrance lights not working. Checked breaker and found it tripped. Tried to turn on and tripped immediately. Work order issued to Forbes Electrical to investigate.

29/06/2022 - Forbes Electrical attended and found the back stair lights causing the trip (damaged light). Isolated the back stairs and front lights working.

Back stairs opened and rear lights required to be turned back on. Estate Manager contacted Dukes regarding the damaged light. Dukes advised to use buildings electrician and they would pay for the repair. When Forbes Electrical onsite it was found the damaged light was not causing the issue. Rear fire exit wall light was found to be full of water. Light replaced and lights working.

Status: Completed



Case 553 - 09/05/2022 - Thermal Imaging and RCD Testing

Thermal Imaging and RCD Testing. Infra Scan attended in 2020 and completed scan. Infrascan have provided quote to test the RCD and complete thermal imaging - \$780.00 + GST

Work order issued to Infrascan.

10/08/2022 - Infrascan attended and completed testing.

Status: Completed

Case 524 - 21/04/2022 - Level 2 - Fire Stair Light

Level 2 fire stair light out near apartment 206. Request sent to EM to replace globes.

EM replaced Globe. Light does not work. Work order issued to Forbes Electrical to replace.

Light included in the AFSS. To be replaced during the defect repairs.

Status: Completed

Case 635 - 31/08/2022 - AFSS Repairs

Quote 519 - Storm Fire checked the quote for the lights and have adjusted the quote. The quote for the replacement of the faulty lights is now - \$889.00 + GST.

Quote 514 - This quote is for apartment repairs and inspections.

Apartments 103, 201, 206, 303, 304, 410 and 508 did not provide access.

Apartments 208, 209, 301, 310 and 405 require smoke alarm replacement.

The other items are door repairs and replacing door tags missing since the painting.

Total - \$1,795.00 + GST

Quote 5913 - Common Areas.

Storm Fire have provided quote for the common areas. There are a lot of extinguishers that require 5 yearly pressure testing.

Plus a number of lights that have failed the 90min testing. An APFS certified electrician is required to complete the light repairs. I have requested a quote for another building with the same lights and Storm Fire were cheaper.

Total - \$4,185.00 + GST

Quotes: 1. \$1,795.00 [View Attachment](#) 2. \$889.00 [View Attachment](#) 3. \$4,185.00 [View Attachment](#)

Status: Awaiting Approval

Case 384 - 08/07/2021 - FIP - Warning System Fault

08/07/2021 - During EM walk around error message WARNING SYSTEM FAULT found on the FIP. Request sent to Storm Fire to investigate.

Storm attended and found the error had cleared. EM to monitor the panel.

09/07/2021 - Error message returned. Storm Fire advised and are investigating with the fire panel company.

29/07/2021 - Storm Fire proposal has been accepted. Work order issued.

05/08/2021 - Storm Fire attend and reset and tested the lines for the earth fault. Issue returned, Storm Fire to attend.

31/08/2021 - Storm Fire attended and provided the following:

Interrogated panel history. Earth fault on Tuesday 26-08-2021. Believed to be raining that day. No fault present at this time. - Checked both horn speakers and junction boxes on roof which appeared ok. - Checked both detectors top of fire stairs ok with no signs of water. - No sign of water in the supply air duct probe or external strobe (visual inspection without ladder). - No signs of water in either basements. - FIP normal on departure.

29/09/2021 - Storm Fire have advised they have downloaded the logs and Config reports and sent to manufacturer.

Storm have advised they are working with the manufacture for the repair.

14/09/2022 - Storm Fire have provided quote for the installation of splitter card to rectify the issue. This has been recommended by the manufacturer. **Quote - \$718.00 + GST**

Quotes: 1. \$718.00 [View Attachment](#)

Documents: 1. [View Attachment](#)

Status: Awaiting Approval



Plumbing

Case 627 - 29/08/2022 - Apartment 307 - Blocked Drain

Apartment 307 shower drain blocked. Work order issued to Davy Plumbing.

29/08/2022 - Davy Plumbing attended and found floor waste blocking when bath and shower used. Turbo cleaned floor waste removing blockage 2-3m downstream. Blockage removed.

Status: Completed

Plant & Equipment

Case 520 - 12/04/2022 - Pit Cleaning

Quote request sent to Able Liquid Waste and Absolute Pumps for the pit cleaning

CARWASH 16cents +GST per litre (min \$240+GST)

Storm water = 16CENTS +GST per litre (MIN\$320+GST)

SEWER or SEPTIC=16CENTS +GST per litre(MIN\$320+gST)

HOURLY RATE = \$100.00 per hour

25/08/2022 - Able Liquid Waste quote approved work order issued.

31/09/2022 - Able Liquid Waste completed pit clean.

Status: Completed

Common Fixtures

Case 605 - 18/07/2022 - Installation of Mirror

Quote request sent for the installation of mirror in the foyer.

Mirror to be installed on the 23rd August.

24/09/2022 - Mirror installation completed.

Status: Completed

Case 587 - 20/06/2022 - Apartment 510 - Balcony Door

Apartment 510 - Lounge room door difficult to open. EM attended and were unable to repair. Request sent to Magic Glass.

05/09/2022 - Magic Glass attended and installed new bottom tracks.

Status: Completed

Case 583 - 20/06/2022 - Installation of Angles on Letterboxes

Quote request for the installation of Angles on Letterboxes. Vegas have provided quote for the installation of angle on both sides - \$250.00 + GST.

Quote approved by SC and work order issued.

13/07/2022 - EM spoke to Vegas Railings who will follow up with the fabricator.

15/09/2022 - Vegas advised they will be onsite week of the 19th September to complete.

Quotes: 1. \$250.00 [View Attachment](#)

Status: Contractor to Action

Other

Case 588 - 21/06/2022 - Acacia FOB, Bike & Pet Audit

EM approved by SC to complete a FOB & Bike Audit.

Included in the audit - Pet form

Audit is opened between: 1st June 2022 & 29th July 2022

19/07/2022 - 19 Apartment yet to register their FOB. EM door dropped a reminder.

05/09/2022 - All apartments have completed audit.

Status: In Progress

Case 512 - 01/04/2022 - Metal angle over letter box

01.04.2022 EM requested to obtain quote for install of metal angle over letter box similar to ones installed at Savannah. Quote request issued to Vegas Railing.

Follow up sent to Vegas Railings

Status:

Awaiting Quote



4. Building Health Check

