OWNERS CORPORATION No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Property Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

REGULAR MAINTENANCE ITEMS

Whilst there are many maintenance matters that are performed as part of the obligations of the Owners Corporation, such as lift maintenance and essential services, there are other matters that are managed to the preference of the Committee. To assist, please complete the below information.

Committee instructs Strata Equity Management to undertake the following regular maintenance matters:

|  |  |  |
| --- | --- | --- |
| **TASK** | **FREQUENCY**  | **CONTRACTOR**  |
| Gutter cleaning |  |  |
| Window Cleaning |  |  |
| Auto gate maintenance |  |  |
| Outflow clearing |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Notes:

Task: Please feel free to add any items to the list

Frequency: This can be Monthly

 Quarterly

 Six monthly

 Annually

Contractor: There is no need to indicate a preference but feel free to do so.

DATED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 (print name)

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 (position)