

IS YOUR BUILDING MANAGER PROACTIVE OR REACTIVE?

Tips to knowing if your BM has clear oversight of your building!

- Can they show a preventative maintenance schedule for all contractors and when they complete the monthly, quarterly, annual building checks.
- Does your BM have an Asset Register for the building?
- Can they provide proof of all Contractor details including Insurance and Certificate of Currency?
- Can you take me on a tour of the building and demonstrate how to conduct the weekly building inspection report?
- Do they provide a monthly 'Building Managers Report' outlining all works completed and any areas of concern to be addressed by the Body Corporate?
- Have they got an up to date contact list of all tenants to notify when issues arise e.g. lifts down, scheduled work, to assure minimal disruption occurs.
- Where are the isolation points in the building for each tenancy / & or level?
- Where are the backflow devices in the building? Are they registered & certified?
- Do we have tempering valves and if so where are they located?
- Does your BM stay in close contact with the building cleaners and provide guidance on areas that could be improved and maintained better?

