

## Open maintenance items 07 March 2016

<i>Description</i>	<i>Location</i>	<i>Category</i> <i>Importance</i>	<i>Added</i>
2 window panes cracked. Window frames rusted. Window handles rusted. Putty breaking off.	Lift Motor Room (E&F)	Windows Medium	14 August 2015
Full bore with square concrete base (btwn Lift E&F Motor Room and Goods Lift Motor Room) has standing water	Full Bores	Roof Low	19 August 2015
Loose cables on Roof (require cable ties)	Electrical Cables	Roof Medium	19 August 2015
Fire Hydrant at Roof Door label torn	Roof	Fire protection Medium	19 August 2015
Schematic at Roof Door missing	Roof	Fire protection Medium	19 August 2015
2 x extinguishers on side of Lifts E&F Motor Room (facing Wellington Walk) missing	Lifts E&F Motor Room (facing Wellington Walk)	Fire protection Medium	19 August 2015
Sign on side of Lifts E&F Motor Room (facing Darling Street) ((Fire Extinguisher, Hose Reel, Hydrant) fade and images curling	Roof	Fire protection Medium	21 September 2015
Sign above fire equipment at Roof Door (Wellington Walk side) ((Fire Extinguisher, Hose Reel, Hydrant) fade and images curling	Roof	Fire protection Medium	21 September 2015
Sign on side of Lifts E&F Motor Room (facing Wellington Walk) ((Fire Extinguisher, Hose Reel, Hydrant) fade and images curling	Roof	Fire protection Medium	21 September 2015
Sign on side of Goods Lift Motor Room (facing Darling Street) ((Fire Extinguisher, Hose Reel, Hydrant) fade and images curling	Roof	Fire protection Medium	21 September 2015
Paint Atrium, Lift Lobbies, WFG Walkway, Stairwells	Interior	Walls High	30 September 2015
Doors: Fire Doors slamming, not closing properly, coming off hinges	Interior	Doors High	01 October 2015
Doors: Entrance doors dragging, not easy to open and close	Main entrance	Doors High	01 October 2015
Steel Girders need to be painted	WFG Walkway	Steelwork High	14 October 2015

Check all external decks for rotten decking	Balconies	Wooden decking High	20 October 2015
Carpet to be replaced	Atrium	Floors High	04 December 2015
1 window pane cracked. Window frames rusted. 1 Window handle broken.	Goods/Firemans Lift Motor Room	Windows Medium	08 February 2016
Wall: 2nd floor Atrium wall chopped open to fix leak: wall must be repaired	2nd Floor	Walls Medium	08 February 2016
RHS: Light fitting removed: wall needs to be painted	Garage Ramp to Basement - 1 Parking	Walls Low	08 February 2016
211 wooden decking some planks require replacement	Wooden Deck	Wooden decking High	08 February 2016
904 Geyser leaked and damaged wall around 903 front door	Atrium	Walls High	08 February 2016
Ground floor maglock delayed in releasing	Parliament Street	Doors Medium	08 February 2016
511 front door colour incorrect (owner responsible)	Parliament Street Staircase	Doors Low	08 February 2016
8th floor: top of LHS door piece broken off	North East Staircase	Doors Low	08 February 2016
Ground Floor Fire Escape Door faulty	Longmarket Street Staircase	Doors High	08 February 2016
Doors: A&B lift lobby: stairs up leading to basement -1 garage: rehang both doors	Basement	Doors High	08 February 2016
601 wooden decking 4 X 3.2 m strips to be replaced	Wooden Deck	Wooden decking High	08 February 2016
Lifts: E&F Lift Room to have new lock fitted Currently only Otis has the key	Lift Motor Room	Lifts High	08 February 2016
On side of Goods Lift Motor Room - pipes corroding	Fire water pipes	Roof Medium	08 February 2016

Atrium: Pigeon problem	Roof	Roof Medium	08 February 2016
Handrails need painting	Staircases	Stairs Medium	08 February 2016
Stairs: A&B lift lobby: stairs leading to basement garage: rubber fronting on 2 stairs needs to be replaced	Basement	Stairs Medium	08 February 2016
Ground floor to fire escape door: linoleum needs to be replaced	Longmarket Street Staircase	Floors Low	08 February 2016
Parquet: outside Goods lift scratched	Mezz A	Floors Medium	08 February 2016
Parquet outside Goods lift scratched	Upper Ground	Floors Medium	08 February 2016
Parquet repairs inadequate. TK to ask Robynne to check if geyser claim for 408 from approx 1 - 2 years ago relevant to parquet (Darock Flooring)	4th Floor	Floors Medium	08 February 2016
Atrium: Corner protectors	Interior	Walls High	08 February 2016
Oil stains covered with cardboard (vehicle leaking oil)	Basement -2 Parking	Floors Medium	08 February 2016
Walls: A&B Lift Lobby: Cupboard at Gym Door: wall underneath broken	1st Floor	Walls Medium	08 February 2016
Lifts: Audit done by TUV in 14.09.15.	Lifts	Lifts High	08 February 2016
Lifts: Number display problems inside lifts	Lifts	Lifts Medium	08 February 2016
Lifts: Intercoms not working	Lifts	Lifts High	08 February 2016
Lifts: Fireman's switch for Goods Lift on Ground Floor has no cover	Goods Lift	Lifts Medium	08 February 2016
Lifts: Compensating chain from car to counterweight missing a bracket to guide the chain.	Goods Lift	Lifts High	08 February 2016

Paint walkway balustrade handrails	WFG Walkway	Steelwork Medium	08 February 2016
Heritage Items: To be inventoried	Store Rooms	Heritage Items in St Medium	08 February 2016
Glass doors to apartment entrance halls: putty to be replaced and doors painted	WFG Walkway	Doors Medium	08 February 2016
Oil stains covered with cardboard (vehicle leaking oil)	Ground Floor Parking	Floors Medium	08 February 2016
Distribution Board: DB9/B in a room which is not locked. Door has no locking mechanism.	Parliament Street Staircase	Distribution Boards Low	08 February 2016
9th floor indicator (number) missing	Longmarket Street Staircase	Signage Medium	08 February 2016
3rd floor: "3" floor indicator missing	Parliament Street Staircase	Signage Medium	08 February 2016
406: "0" missing	4th Floor	Signage Medium	08 February 2016
Doors: doors between A&B and C&D lift lobbies: rehang RHS door	Basement	Doors High	08 February 2016
Fire Escape Passage (Purple Route)Signage missing	Mezz A	Signage High	08 February 2016
Doors: Door at top of the stairs (past the store rooms) opens into garage: re-hang (dragging)	Basement	Doors High	08 February 2016
Break glass dismantled	Basement	Fire protection Medium	08 February 2016
Fire Evacuation Schematic: missing	7th Floor	Fire protection High	08 February 2016
Fire signage in driveway: bent and hanging from one wire	Ground Floor Parking	Signage Medium	08 February 2016
Fire Evacuation schematic: missing	6th Floor	Fire protection High	08 February 2016

Fire Evacuation Schematic: 3rd floor schematic missing	3rd Floor	Fire protection High	08 February 2016
9th floor: fire extinguisher missing (one there #53)	North East Staircase	Fire protection High	08 February 2016
Signage: E&F lift lobby: apartment number indicators missing	3rd Floor	Signage Medium	08 February 2016
opp PB 42: fire signage bent	Basement -2 Parking	Signage Medium	08 February 2016
8th floor: granite on window sill cracked and a piece is missing	Longmarket Street Staircase	Windowsills Low	08 February 2016
Noise Mitigation from mushroom fans on roof either side of apartment	Roof	Fans High	08 February 2016
Parliament Street passage: Leak from above ceiling. Parquet blocks lifting. Ceiling needs fixing	1st Floor	ceiling Medium	08 February 2016
Longmarket street passage: smoke detector moved. Hole in ceiling to be fixed	1st Floor	ceiling Low	08 February 2016
420: maroon curtains	4th Floor	BC Rules Medium	08 February 2016
506: red towel used as curtain inside apartment (fanlight window)	5th Floor	BC Rules Medium	08 February 2016
708 has coloured in door numbers (red, blue & green)	7th Floor	BC Rules Medium	08 February 2016
Banking Hall windows (inside) very dusty	1st Floor	Windows Medium	08 February 2016
Windows: 4 other panes in Ground Floor passage are broken	Ground Floor	Windows Medium	08 February 2016
Window next to men's toilet broken	Ground Floor	Windows Medium	08 February 2016
6th floor: water ingress. Need to sort out window that won't close. Metal strip missing on RHS window.	Parliament Street Staircase	Windows High	08 February 2016

802 has Trafalgar Properties plastic disc stuck on the wall next to the front door	8th Floor	BC Rules Medium	08 February 2016
8th floor: fire extinguisher missing (one there has no number)	North East Staircase	Fire protection High	08 February 2016
Roof door broken off in wind	Roof	Doors High	08 February 2016
Cleaning of white-painted beams, stanchions, pipework, braces, etc. on/above balconies and walkways	Atrium	Steelwork High	01 March 2016
Cleaning of white-painted beams and braces, etc. on/above balconies on ex-Wellington Fruit Growers side, Floors 2 to 4	WFG Walkway	Steelwork High	01 March 2016
clean off white-painted roof of skylight on 2nd Floor of Atrium	Atrium	Atrium High	01 March 2016
Electrical Equipment Cables under Security Desk to be secured	Security Desk	Wiring Low	01 March 2016
Lifts: Fire Extinguishers in lift rooms to be serviced.	Lift Motor Rooms	Fire protection High	06 March 2016
Wooden Bridge and Skirting: 2nd floor: loose	2nd Floor	Floors Medium	06 March 2016
Panel under Atrium Skylight: needs to be replaced	2nd Floor	Walls Medium	06 March 2016
Post Box: new post box for 1001	Ground Floor	post boxes Medium	06 March 2016
Additional lift tags: Otis to send quote	Lifts	Lifts Medium	06 March 2016
Fire Protection: 3 x sounders required for Banking Hall, and 1 x heat detector	Banking Hall	Fire protection High	06 March 2016
Fire Protection: Shop 5: 1 x smoke detector to be replaced	Ground Floor	Fire protection High	06 March 2016
Fire Protection: Shop 10: 1 x replace smoke detector	Ground Floor	Fire protection High	06 March 2016

Fire Drill: 11 March 2016: 10h00	Building	Fire protection High	06 March 2016
Fire Protection: Install Fire Panel sounder in Main Entrance Lobby	Ground Floor	Fire protection High	06 March 2016
Fans: Staircase B fans did not engage during Fire Drill	Staircase B	Fire protection High	06 March 2016
Fans: SPF 4 not in fire mode. Check parameters on speed drives	Roof	Fans High	06 March 2016
Fire Protection: Manual override on automated doors for A&B lift lobby	Ground Floor	Fire protection High	06 March 2016
New Alarm system for Longmarket Street Emergency Exit with transmitter to security	Longmarket Street Staircase	Doors High	06 March 2016
Domestic Water Booster	Basement	water High	06 March 2016