

WORK ORDER

Function Exercised Date: 05/08/2013

Function Exercised on behalf of the Owner		Strata Plan No. 52948	
Building Name			
Building Address 1-15 FONTENOY ROAD, MACQUARIE PARK NSW			
Portfolio Manager: PETER BONE		Site Contact: Ruth Luka	
Phone:		Contact Phone:	
Email: Peter.Bone@bcssm.com.au		Contact Mobile: 0403 316 244	
		Contact Email: ruthluka@bigpond.net.au	

Issuing Manager: Peter Bone	Signature: <i>Peter Bone</i>
Phone: (02) 9868 2999	
Email: Peter.Bone@bcssm.com.au	
Office of Issue: EPPING	Office Address: Locked Bag 22 HAYMARKET NSW 1238

PERSON/CONTRACTOR INSTRUCTED:			
Name:	Danrae Waterproofing		
Address:	1/6 Weld Street Prestons NSW 2170		
Tel - 1:	1300 326 723	Mob:	0433 113 640
Tel - 2:		Fax:	1300 856 723
Email:	maintenance@danrae.com.au		

Please refer to the instructions below, undertake a risk assessment of the site and if safe proceed with the required works.
By proceeding with the job instructions specified you are deemed to have accepted the terms and requirements of this work order

JOB INSTRUCTIONS

unit 151 - Please inspect water penetration into the sunroom of this unit.

Danrae has in the past undertaken waterproofing to this area. Please advise if rectification of this new leak is coverable under warranty.

Please contact the Building Manager, Ruth Luka, to arrange access to this unit.

Thank you.

For Prompt Payment of all Invoices you must quote Work Order No, Billing Name and Billing Address:

Billing Name: The owners of Strata Plan No. 52948
Billing Address: C/- BCS, Locked Bag 22 HAYMARKET NSW 1238

As a contractor you have the ultimate responsibility for any works performed on site and to provide BCS with a site specific **Safe Work Method Statement** (see notes below) for all works which involve significant risk. As a condition of your appointment, you are considered to be the **Principal Contractor** where the works undertaken meet one or more of the following criteria:

- The cost of the works exceeds \$250,000
- The work is high risk construction, renovation, repair or remedial building maintenance works undertaken on common property
- The work involves demolition
- The work involves asbestos removal for which a license is required under Clause 210 of The OH&S Regulation 2001
- The work involves working at heights of above 3 metres or 1.5 metres below ground.

Notes: A Safe Work Method Statement MUST cover the following:

- Description of how the work is to be carried out
- Identifies the work activities assessed as having safety risks
- Identifies the safety risks
- Describes the control measures to be applied to the work activities

Principal Contractor: you are considered to be the principal contractor for the works in respect of your employees and sub-contractors while they are on site. All sub-contractors reporting to you as principal contractor must provide you with a SWMS before works commence.