



Building Manager Duties

As buildings become increasingly sophisticated, building management has become common as owners look to the best and most effective ways of protecting the quality of the building and their interest.

Independent Body Corporate can provide building management services to assist the Executive Committee in ensuring that the property is maintained at the highest possible level.

General duties (where applicable):

- Supervision of cleaner.
- Ensuring garbage collection areas are clean and tidy and arranging removal of excess waste.
- Replacement of blown light globes.
- Collection of rubbish from around the building.
- Maintenance of security systems.
- Checking that security access doors including fire doors, main entry doors and garage doors are closed and intact.
- Minor repairs and maintenance.
- Supervision of contracts entered into by the Owners Corporation.
- Monitoring of equipment associated with hydraulic services including sump pumps and centralised hot water services.
- Monitoring of the car park exhaust system.
- Checking that fire-fighting equipment, such as fire extinguishers and hose reels, is operational.
- Monitoring and maintenance of pool area.
- Checking on the cleaning and maintenance of barbecue facilities.
- Clearing of the Body Corporate letter box.
- Removal of shopping trolleys to street level, then seeking removal by relevant supermarket.
- Any other duties as directed by the Owners Corporation.

For further information contact Independent Body Corporate
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