



MAINTENANCE PLAN

HALLMARK APARTMENTS

2-14 Albert Road

Melbourne VIC 3000

Plan of Subdivision OC501271A



Report details

Inspection date:	23/07/2015
Inspector:	Nicholas Johnston

NEW SOUTH WALES

Level 6, 115 Pitt St Sydney 2000
PO Box A72 Sydney South NSW 1235

QUEENSLAND

18 Park Rd Milton 4064
PO Box 1584 Milton 4064

VICTORIA

Level 1, 1 Queens Rd Melbourne 3004
GPO Box 3025 Melbourne 3001



12 November 2015

The Owners Corporation
Plan of Subdivision OC501271A
2-14 Albert Road
Melbourne VIC 3000

Dear Committee Members,

Thank you for appointing our company to conduct your Maintenance Plan.

Based on our survey of your property, we have determined that the Owners Corporation will need to increase its contributions in order to cover its forecast maintenance fund expenses. We strongly recommend that the levies be set at the level shown in this plan.

This plan should be updated regularly to account for actual changes in construction and maintenance costs, unanticipated changes in the property's condition over time, changes in legal requirements and any discrepancies between the forecast and actual maintenance fund balances. Regular updates also create peace of mind and assist the Owners Corporation to manage the risk of litigation from individual owners (current and future) for breaches of its duty to maintain the common property by providing reasonable, up-to-date estimates of the cost of necessary maintenance work and repairs.

Key Report Data Levies Summary – First Financial Year

Levy Per Lot Liability (Total maintenance fund levy divided by lot liabilities)	\$13.97
Total Lot Liabilities	7656
Total Maintenance Fund Levy	\$106,954.00

The data used to arrive at the above figures (which includes GST) is in the attached report. It is designed for ease of reading. For your convenience here is your Report Index:

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Yours sincerely,



The Team at Solutions in Engineering

Building Details & Report Inputs

Supplied information

Building Name	Hallmark Apartments
Building Address	2-14 Albert Road Melbourne VIC 3000
Plan of Subdivision No	OC501271A
Plan Type	Plan of Subdivision
Registered Plan Date/Year of Construction	2006
Number of Lot Liabilities	7656
Number of Units	155
Estimated Starting Maintenance Fund Balance	\$386,213
Starting date of Financial Year for Report	1/01/2015
GST Status	Registered for GST
Current Maintenance Fund Levy per Lot Liability (Inc. GST)	\$13.97

Report assumptions & information

Assumed Interest Rate on invested funds (For funds over \$10,000)	3.35%
Company Taxation Rate	30.00%
Interest on Invested Funds - Based on Assumed Interest Rate minus Company Taxation Rate. Calculated only on maintenance fund balances over \$10,000.	2.35%
Contingency Allowance - For minor and/or unforeseen expenses	8%
Assumed Rate of Inflation for Building Maintenance Costs - Based on average annual building cost increase between 2002 and 2012	3.10%
Plan Period - Number of years the plan forecasts.	15 years

15 Year Levy Table

Year	Year To dd/mm/yyyy	Total Contribution		Contribution per Lot Liability		Quarterly Contribution	
		Including GST	GST Component	Including GST	GST Component	Including GST	GST Component
1	31/12/2015	106,954.00	9,723.09	13.97	1.27	3.49	0.32
2	31/12/2016	148,500.00	13,500.00	19.40	1.76	4.85	0.44
3	31/12/2017	153,103.50	13,918.50	20.00	1.82	5.00	0.45
4	31/12/2018	157,849.71	14,349.97	20.62	1.87	5.16	0.47
5	31/12/2019	162,743.05	14,794.82	21.26	1.93	5.32	0.48
6	31/12/2020	167,788.09	15,253.46	21.92	1.99	5.48	0.50
7	31/12/2021	172,989.52	15,726.32	22.60	2.05	5.65	0.51
8	31/12/2022	178,352.20	16,213.84	23.30	2.12	5.83	0.53
9	31/12/2023	183,881.12	16,716.47	24.02	2.18	6.01	0.55
10	31/12/2024	189,581.43	17,234.68	24.76	2.25	6.19	0.56
11	31/12/2025	195,458.45	17,768.95	25.53	2.32	6.38	0.58
12	31/12/2026	201,517.66	18,319.79	26.32	2.39	6.58	0.60
13	31/12/2027	207,764.70	18,887.70	27.14	2.47	6.79	0.62
14	31/12/2028	214,205.41	19,473.22	27.98	2.54	7.00	0.64
15	31/12/2029	220,845.78	20,076.89	28.85	2.62	7.21	0.66

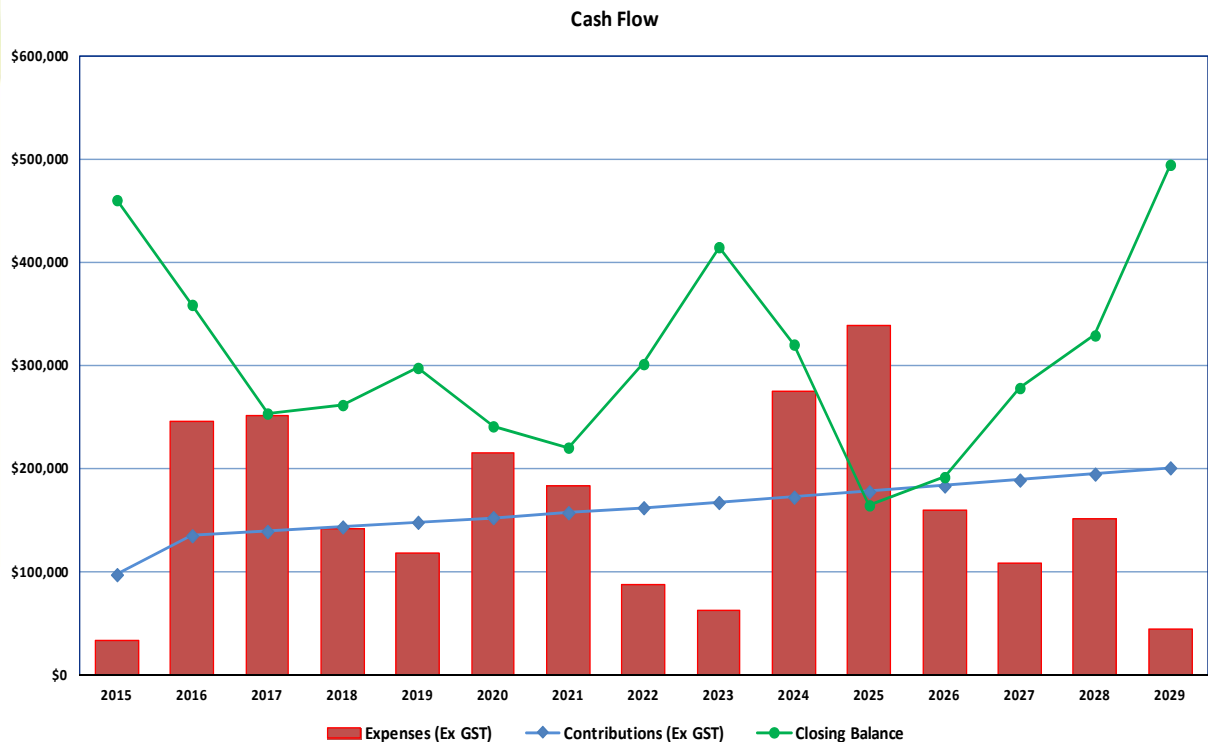
15 Year Cash Flow Tracking Sheet

The table below shows the cash flow starting with the anticipated 'Opening Balance' at the start of the first financial year which you provided to us. We then add the 'Total Levy Contributions' for the year and any 'Interest' on balances greater than \$10,000. Any 'Anticipated Expenses' are then allowed for leaving a 'Closing Balance' for the year which in turn becomes the 'Opening Balance' for the following year. In summary:
Opening Balance + Total Levy Contributions + Interest – Anticipated Expenses = Closing Balance

Year	Year To	Opening Balance	Total Levy Contributions	Interest	Anticipated Expenses	Closing Balance
1	31/12/2015	386,213.00	97,231.20	9,830.43	33,024.55	460,250.08
2	31/12/2016	460,250.08	135,000.00	9,511.11	246,043.64	358,717.55
3	31/12/2017	358,717.55	139,185.00	7,108.86	251,610.91	253,400.50
4	31/12/2018	253,400.50	143,499.74	5,981.37	141,248.18	261,633.43
5	31/12/2019	261,633.43	147,948.23	6,494.69	118,475.45	297,600.90
6	31/12/2020	297,600.90	152,534.63	6,254.69	215,422.73	240,967.49
7	31/12/2021	240,967.49	157,263.20	5,357.78	183,217.27	220,371.20
8	31/12/2022	220,371.20	162,138.36	6,058.32	87,279.09	301,288.79
9	31/12/2023	301,288.79	167,164.65	8,314.56	62,120.00	414,648.00
10	31/12/2024	414,648.00	172,346.75	8,534.45	275,306.36	320,222.84
11	31/12/2025	320,222.84	177,689.50	5,628.28	339,132.73	164,407.89
12	31/12/2026	164,407.89	183,197.87	4,136.31	159,987.27	191,754.80
13	31/12/2027	191,754.80	188,877.00	5,456.86	107,972.73	278,115.93
14	31/12/2028	278,115.93	194,732.19	7,051.64	150,824.55	329,075.21
15	31/12/2029	329,075.21	200,768.89	9,564.55	44,915.45	494,493.20

15 Year Cash Flow Graph

The graph below tracks the 'Contributions' (the amount collected in levies), the projected 'Closing balance' of the maintenance fund and the likely 'Expenses' for each year of this plan. The three lines in the graph are:
 Contributions line - Total maintenance fund contributions per year.
 Closing balance line - Balance in the maintenance fund at the end of the year after all income and expenses.
 Closing balance line – Shows the amount left in the fund bank account at the end of the year after all anticipated expenses have been allowed for.



Anticipated Expenditures Table Year 1 - 15

This table shows when expenses will occur in the next 15 years. From left to right the columns are:-

‘**Expenditure Items**’ - lists the different areas and items of expenditure.

‘**Current Cost**’ - shows the current maintenance expenditure costs in today’s dollars.

‘**Year 1**’ to ‘**Year 15**’ - shows the costs in the year in which they occur including the 'Assumed Rate of Inflation' compounded annually until the cost is due.

At the bottom on each column there are three lines. Firstly, a ‘**Sub Total (Incl. GST)**’ followed by a line calculating the ‘**Contingency Allowance (Incl. GST)**’ for unforeseen and minor expenses and finally ‘**Total Expenses (Incl. GST)**’ for that year. Please note: This page rounds figures to the nearest whole dollar.

Expenditure Item	Current Cost	Year 1 (2015)	Year 2 (2016)	Year 3 (2017)	Year 4 (2018)	Year 5 (2019)	Year 6 (2020)	Year 7 (2021)	Year 8 (2022)	Year 9 (2023)	Year 10 (2024)	Year 11 (2025)	Year 12 (2026)	Year 13 (2027)	Year 14 (2028)	Year 15 (2029)
1. Building exterior																
Repaint ceilings / soffit lining	20,891	-	-	22,206	-	-	-	-	-	-	-	28,350	-	-	-	-
Repaint walls	90,777	-	-	96,492	-	-	-	-	-	-	-	123,186	-	-	-	-
Polish / clean aluminium composite material	8,674	8,674	-	-	-	9,801	-	-	-	11,074	-	-	-	12,512	-	-
Maintain / repair aluminium composite material - mastic etc.	10,050	-	-	10,683	-	-	-	-	-	-	-	13,638	-	-	-	-
Repaint standard doors - one side including architraves	428	428	-	-	-	-	-	-	-	546	-	-	-	-	-	-
Polish steel parts of balustrades	8,291	8,291	-	-	-	-	-	-	-	10,585	-	-	-	-	-	-
Inspect and repair balustrades	5,520	-	-	5,868	-	-	-	-	-	-	-	7,491	-	-	-	-
Maintain balcony floor membrane and tiles (total: 957 m2) - 5%	6,636	-	-	7,054	-	-	-	-	-	-	-	9,005	-	-	-	-
Sub Total (Incl. GST)		17,393	0	142,303	0	9,801	0	0	0	22,205	0	181,670	0	12,512	0	0
2. Roof																
Maintain / repair box gutters (total: 106 Lm) - 25%	2,051	-	-	-	-	2,317	-	-	-	-	-	-	-	2,958	-	-
Maintain / repair metal roof (total: 292 m2) - 10%	2,108	-	-	-	-	2,382	-	-	-	-	-	-	-	3,041	-	-
Maintain / repair roof anchor points	780	-	804	-	855	-	909	-	966	-	1,027	-	1,091	-	1,160	-
Maintain / repair roof access systems	900	-	928	-	986	-	1,048	-	1,114	-	1,185	-	1,259	-	1,338	-
Repaint walls	4,938	-	-	5,249	-	-	-	-	-	-	-	6,701	-	-	-	-
Repaint doors – one side including architraves	342	-	-	364	-	-	-	-	-	-	-	464	-	-	-	-
Maintain floor membrane and tiles (total: 86 m2) - 10%	1,271	-	-	1,351	-	-	-	-	-	-	-	1,725	-	-	-	-
Sub Total (Incl. GST)		0	1,732	6,964	1,841	4,699	1,957	0	2,080	0	2,212	8,890	2,350	5,999	2,498	0
3. Access for work at heights																
Elevated work platforms and site set up - aluminium polishing	3,000	3,000	-	-	-	3,390	-	-	-	3,830	-	-	-	4,327	-	-

Expenditure Item	Current Cost	Year 1 (2015)	Year 2 (2016)	Year 3 (2017)	Year 4 (2018)	Year 5 (2019)	Year 6 (2020)	Year 7 (2021)	Year 8 (2022)	Year 9 (2023)	Year 10 (2024)	Year 11 (2025)	Year 12 (2026)	Year 13 (2027)	Year 14 (2028)	Year 15 (2029)
Elevated work platforms and site set up	38,000	-	-	40,393	-	-	-	-	-	-	-	51,567	-	-	-	-
Sub Total (Incl. GST)		3,000	0	40,393	0	3,390	0	0	0	3,830	0	51,567	0	4,327	0	0
4. Main foyer																
Repaint ceilings	2,947	-	-	-	-	-	-	-	-	3,762	-	-	-	-	-	-
Repaint walls	2,827	-	-	-	-	-	-	-	-	3,609	-	-	-	-	-	-
Repair or replace laminate panels (total: 87 m2) -10%	855	-	-	-	-	-	-	-	-	1,092	-	-	-	-	-	-
Repaint lift doors / frames	684	-	-	-	-	-	-	-	-	873	-	-	-	-	-	-
Repaint doors - one side including architraves	86	-	-	-	-	-	-	-	-	110	-	-	-	-	-	-
Repaint doors - both sides including architraves	232	-	-	-	-	-	-	-	-	296	-	-	-	-	-	-
Repair or replace aluminium / glass doors	1,819	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Maintain / repair automatic doors	535	-	-	-	-	-	623	-	-	-	-	726	-	-	-	-
Replace mat well	1,236	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Replace mat	369	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Maintain / repair floor tiles (total: 88 m2) - 10%	1,178	-	-	-	-	1,331	-	1,415	-	1,504	-	1,599	-	1,699	-	1,806
Refurbish marble floor surface (total: 88 m2)	10,613	-	-	-	-	-	-	12,746	-	-	-	-	-	15,309	-	-
Replace carpet	2,105	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Replace artworks	4,500	-	-	-	-	-	5,242	-	-	-	-	6,107	-	-	-	-
Replace reception table	5,800	-	-	-	-	-	-	-	-	-	-	7,871	-	-	-	-
Replace chairs and tables	6,500	-	-	-	-	-	-	-	-	-	-	-	-	9,376	-	-
Sub Total (Incl. GST)		0	0	0	0	1,331	5,865	14,161	0	11,246	0	16,303	0	26,384	0	1,806
5. Lobbies and hallways																
Repaint ceilings	25,564	-	26,356	-	-	-	-	-	-	-	33,648	-	-	-	-	-
Repaint walls	93,816	-	96,724	-	-	-	-	-	-	-	123,482	-	-	-	-	-
Repaint doors - ones sides including architraves	13,266	-	13,677	-	-	-	-	-	-	-	17,461	-	-	-	-	-
Repaint doors - both sides including architraves	10,096	-	10,409	-	-	-	-	-	-	-	13,289	-	-	-	-	-
Repair or replace door furniture including closers - (common property only)	2,645	-	2,727	-	-	-	-	-	-	-	3,481	-	-	-	-	-
Repair or replace glazed smoke doors (total: 19)	2,729	-	-	-	-	-	-	-	-	-	3,592	-	-	-	-	-
Repaint lift doors / frames	9,804	-	10,108	-	-	-	-	-	-	-	12,904	-	-	-	-	-
Replace carpet	108,113	-	-	-	-	-	125,942	-	-	-	-	-	-	-	-	-
Replace artworks	28,500	-	-	-	31,234	-	-	-	-	-	-	-	-	-	42,385	-
Sub Total (Incl. GST)		0	160,001	0	31,234	0	125,942	0	0	0	207,857	0	0	0	42,385	0

Expenditure Item	Current Cost	Year 1 (2015)	Year 2 (2016)	Year 3 (2017)	Year 4 (2018)	Year 5 (2019)	Year 6 (2020)	Year 7 (2021)	Year 8 (2022)	Year 9 (2023)	Year 10 (2024)	Year 11 (2025)	Year 12 (2026)	Year 13 (2027)	Year 14 (2028)	Year 15 (2029)
6. Stairwells																
Repaint ceilings	8,004	-	-	8,508	-	-	-	-	-	-	-	10,862	-	-	-	-
Repaint walls	23,952	-	-	25,460	-	-	-	-	-	-	-	32,503	-	-	-	-
Repaint doors - both sides including architraves	5,454	-	5,623	-	-	-	-	-	-	-	7,179	-	-	-	-	-
Replace non-slip strips	210	-	-	-	-	-	245	-	-	-	-	-	-	-	-	-
Maintain / repair floor tiles (total: 19 m2) - 10%	262	-	-	278	-	-	-	-	324	-	-	-	-	378	-	-
Repaint floors - non-slip	279	-	-	297	-	-	-	-	-	-	-	379	-	-	-	-
Inspect and repair handrails (total: 678 Lm)	2,256	-	-	2,398	-	-	-	-	-	-	-	3,061	-	-	-	-
Sub Total (Incl. GST)		0	5,623	36,941	0	0	245	0	324	0	7,179	46,805	0	378	0	0
7. Managers office																
Repaint ceilings	159	-	-	169	-	-	-	-	-	-	-	216	-	-	-	-
Repaint walls	498	-	-	529	-	-	-	-	-	-	-	676	-	-	-	-
Repaint doors - one side including architraves	86	-	-	91	-	-	-	-	-	-	-	117	-	-	-	-
Replace carpet	674	-	-	-	-	-	785	-	-	-	-	-	-	-	-	-
Replace furniture	500	-	-	531	-	-	-	-	-	-	-	-	-	721	-	-
Replace appliances	2,000	-	-	2,126	-	-	-	-	-	-	-	2,714	-	-	-	-
Sub Total (Incl. GST)		0	0	3,446	0	0	785	0	0	0	0	3,723	0	721	0	0
8. Toilets																
Repaint ceilings	199	-	-	212	-	-	-	-	-	-	-	270	-	-	-	-
Repaint walls	856	-	-	910	-	-	-	-	-	-	-	1,162	-	-	-	-
Maintain / repair wall tiles (total: 2 m2)	140	-	144	-	-	-	-	168	-	-	-	-	196	-	-	-
Repaint doors - both sides including architraves	464	-	-	493	-	-	-	-	-	-	-	630	-	-	-	-
Maintain / repair floor tiles (total: 10 m2)	262	-	270	-	-	-	-	315	-	-	-	-	367	-	-	-
Maintain sanitary fixtures and fittings	450	-	464	-	493	-	524	-	557	-	592	-	630	-	669	-
Maintain basin	440	-	-	468	-	-	-	-	545	-	-	-	-	635	-	-
Sub Total (Incl. GST)		0	878	2,083	493	0	524	483	1,102	0	592	2,062	1,193	635	669	0
9. Gymnasium																
Repaint ceilings	1,035	-	-	1,100	-	-	-	-	-	-	-	1,405	-	-	-	-
Repaint walls	2,230	-	-	2,370	-	-	-	-	-	-	-	3,026	-	-	-	-
Maintain / repair wall tiles (total: 12.4 m2) - 10%	280	-	289	-	-	-	-	336	-	-	-	-	392	-	-	-
Maintain / repair floor tiles (total: 10 m2)	262	-	270	-	-	-	-	315	-	-	-	-	367	-	-	-
Replace carpet	3,536	-	-	-	-	-	4,119	-	-	-	-	-	-	-	-	-
Replace mirrors	1,500	-	-	-	-	-	-	-	1,857	-	-	-	-	-	-	-
Replace television	1,200	-	-	-	-	1,356	-	-	-	-	-	-	-	-	-	1,840
Replace gym equipment	2,200	-	-	-	2,411	-	-	2,642	-	-	2,896	-	-	3,173	-	-
Sub Total (Incl. GST)		0	559	3,470	2,411	1,356	4,119	3,293	1,857	0	2,896	4,431	759	3,173	0	1,840

Expenditure Item	Current Cost	Year 1 (2015)	Year 2 (2016)	Year 3 (2017)	Year 4 (2018)	Year 5 (2019)	Year 6 (2020)	Year 7 (2021)	Year 8 (2022)	Year 9 (2023)	Year 10 (2024)	Year 11 (2025)	Year 12 (2026)	Year 13 (2027)	Year 14 (2028)	Year 15 (2029)
10. Sauna																
Inspect and repair sauna heater	550	-	567	-	603	-	641	-	681	-	724	-	769	-	818	-
Replace sauna heater	3,240	-	-	-	-	-	-	-	4,012	-	-	-	-	-	-	-
Refurbish sauna structure	6,450	-	-	-	-	-	-	-	7,987	-	-	-	-	-	-	-
Maintain / repair floor tiles (total: 4 m2)	131	-	135	-	-	-	-	157	-	-	-	-	183	-	-	-
Sub Total (Incl. GST)		0	702	0	603	0	641	157	12,680	0	724	0	952	0	818	0
11. Steam Room																
Inspect and repair steam heater	550	-	567	-	603	-	641	-	681	-	724	-	769	-	818	-
Replace steam room heater	3,240	-	-	-	-	-	-	-	4,012	-	-	-	-	-	-	-
Refurbish sauna structure	6,450	-	-	-	-	-	-	-	7,987	-	-	-	-	-	-	-
Maintain / repair floor tiles (total: 4 m2)	131	-	135	-	-	-	-	157	-	-	-	-	183	-	-	-
Sub Total (Incl. GST)		0	702	0	603	0	641	157	12,680	0	724	0	952	0	818	0
12. Vehicle accessways																
Surface cleaning program	7,464	-	-	-	8,180	-	-	-	-	9,529	-	-	-	-	11,100	-
Repaint decorative concrete surface	20,128	-	20,752	-	-	-	-	-	-	-	-	-	28,161	-	-	-
Maintain / repair concrete surface (total: 6088 m2)	2,560	-	2,639	-	-	-	-	3,075	-	-	-	-	3,582	-	-	-
Repaint line marking	25,646	-	26,441	-	-	-	-	30,801	-	-	-	-	35,881	-	-	-
Topcoat bitumen surface	8,636	-	-	-	-	9,758	-	-	-	-	-	-	-	-	-	-
Repair bitumen surface (total: 525 m2)	1,540	1,540	-	-	-	1,740	-	-	-	1,966	-	-	-	2,221	-	-
Repaint expansion joints	286	286	-	304	-	323	-	343	-	365	-	388	-	413	-	439
Replace wheel stops (total: 9)	609	-	-	-	-	-	-	-	754	-	-	-	-	-	-	-
Repaint steel bollards	513	-	529	-	-	-	-	-	-	-	675	-	-	-	-	-
Replace steel bollards (total: 13)	925	-	954	-	-	-	-	-	-	-	1,218	-	-	-	-	-
Replace storm water grates	588	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Maintain storm water drains - allowance	1,550	-	-	1,648	-	-	-	-	1,919	-	-	-	-	2,236	-	-
Replace security gate	3,948	-	-	-	-	-	-	-	-	-	5,196	-	-	-	-	-
Replace roller doors	11,200	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Replace door motors	12,600	-	-	-	13,809	-	-	-	-	-	-	-	-	-	18,738	-
Repair or replace security card or key system	5,374	-	-	-	5,889	-	-	-	-	-	-	-	-	-	7,992	-
Replace extraction fan motors - large	3,486	-	-	-	3,820	-	-	-	-	-	-	-	-	-	5,184	-
Replace extraction fans - large	3,131	-	-	-	-	-	-	-	-	-	-	-	-	-	4,656	-
Repair extraction fans - large	480	-	495	-	526	-	559	-	594	-	632	-	672	-	714	-
Replace extraction fan motors (total: 5)	5,067	-	-	-	5,553	-	-	-	-	-	-	-	-	-	7,536	-
Replace extraction fans (total: 5)	4,613	-	-	-	-	-	-	-	-	-	-	-	-	-	6,860	-
Repair extraction fans	500	-	-	-	548	-	582	-	619	-	658	-	700	-	744	-
Repair extraction ducting	192	-	-	-	210	-	-	-	-	245	-	-	-	-	286	-
Replace sump pump (total: 4)	7,500	-	-	-	8,219	-	-	-	-	9,575	-	-	-	-	11,154	-
Repaint sprinkler system pipes	8,000	-	-	-	-	-	-	-	9,906	-	-	-	-	-	-	-
Replace car storage lifts (total: 7)	15,785	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Repair storage cages	800	-	-	-	-	-	-	-	991	-	-	-	-	-	-	-

Expenditure Item	Current Cost	Year 1 (2015)	Year 2 (2016)	Year 3 (2017)	Year 4 (2018)	Year 5 (2019)	Year 6 (2020)	Year 7 (2021)	Year 8 (2022)	Year 9 (2023)	Year 10 (2024)	Year 11 (2025)	Year 12 (2026)	Year 13 (2027)	Year 14 (2028)	Year 15 (2029)
Repaint ceilings	35,838	-	-	-	39,275	-	-	-	-	-	-	-	50,141	-	-	-
Repaint walls and columns	10,552	-	-	-	11,564	-	-	-	-	-	-	-	14,763	-	-	-
Repaint doors - one side including architraves	171	-	-	-	187	-	-	-	-	-	-	-	239	-	-	-
Repaint doors - both sides including architraves	464	-	-	-	509	-	-	-	-	-	-	-	649	-	-	-
Replace mat	486	-	-	-	-	-	-	-	-	-	640	-	-	-	-	-
Maintain / repair floor tiles	131	-	135	-	-	-	-	157	-	-	-	-	183	-	-	-
Inspect and repair mesh barriers (total: 42 Lm)	1,104	-	-	-	-	-	-	-	1,367	-	-	-	-	-	-	-
Inspect and repair handrails (total: 70 Lm) - 10%	1,316	-	-	-	-	-	-	-	1,630	-	-	-	-	-	-	-
Repair or replace roof level shades	26,773	-	-	-	-	-	-	-	-	-	35,239	-	-	-	-	-
Clean roof level shades (total: 370m2)	3,500	3,500	-	-	-	-	4,077	-	-	-	-	4,750	-	-	-	-
Replace bike racks	850	-	-	-	-	-	-	-	-	-	1,119	-	-	-	-	-
Repaint lift doors / frames	684	-	705	-	-	-	-	-	-	-	900	-	-	-	-	-
Sub Total (Incl. GST)		5,326	52,650	1,952	98,289	11,821	5,218	34,376	17,780	21,680	46,277	5,138	134,971	4,870	74,964	439
13. External walkways and landscaping																
Repair or replace paving	1,086	-	1,120	-	-	-	-	1,304	-	-	-	-	1,519	-	-	-
Maintain front entrance trees	3,200	-	-	-	3,507	-	3,728	-	3,962	-	4,212	-	4,477	-	4,759	-
Replace front entrance trees	7,400	-	-	-	-	-	8,620	-	-	-	-	-	-	-	-	-
Maintain gardens	1,400	1,400	-	1,488	-	1,582	-	1,681	-	1,787	-	1,900	-	2,019	-	2,147
Replace water feature pump/ maintain water feature	1,200	-	1,237	-	-	1,356	-	-	1,486	-	-	1,628	-	-	1,785	-
Sub Total (Incl. GST)		1,400	2,357	1,488	3,507	2,938	12,348	2,985	5,448	1,787	4,212	3,528	5,996	2,019	6,544	2,147
14. Swimming pool																
Maintain pool surface - tiled (total: 92 m2) - 25%	5,705	-	-	-	-	6,446	-	-	-	-	-	-	-	8,229	-	-
Repair or replace pool furniture	15,000	-	-	-	-	-	-	18,015	-	-	-	-	-	-	-	22,999
Replace pump	1,523	-	-	-	1,669	-	-	-	-	-	-	-	2,131	-	-	-
Replace salt water chlorination unit	1,879	-	-	-	2,059	-	-	-	-	-	-	-	2,629	-	-	-
Replace sand filter - 40 inch	2,268	-	-	-	-	-	2,642	-	-	-	-	-	-	-	-	-
Replace cartridge filter	1,115	-	-	-	-	-	1,299	-	-	-	-	-	-	-	-	-
Replace pool heater	2,921	-	-	-	-	-	3,403	-	-	-	-	-	-	-	-	-
Replace jet blower	641	-	-	-	702	-	-	-	-	-	-	-	-	-	-	-
Repair or replace pool surround	1,400	-	1,443	-	-	-	1,631	-	-	-	1,843	-	-	-	2,082	-
Sub Total (Incl. GST)		0	1,443	0	4,430	6,446	8,975	18,015	0	0	1,843	0	4,760	8,229	2,082	22,999
15. Fixtures and fittings																
Repair or replace swipe card system	3,948	-	-	-	-	4,461	-	-	-	-	-	-	-	-	-	-
Replace security cameras (total: 16)	4,442	-	-	-	-	5,019	-	-	-	-	-	-	-	-	-	-

Expenditure Item	Current Cost	Year 1 (2015)	Year 2 (2016)	Year 3 (2017)	Year 4 (2018)	Year 5 (2019)	Year 6 (2020)	Year 7 (2021)	Year 8 (2022)	Year 9 (2023)	Year 10 (2024)	Year 11 (2025)	Year 12 (2026)	Year 13 (2027)	Year 14 (2028)	Year 15 (2029)
Upgrade security intercom system - per entrance	4,387	-	-	-	-	4,957	-	-	-	-	-	-	-	-	-	6,726
Replace pay television - dish mount	1,810	-	-	-	-	2,045	-	-	-	-	-	-	-	-	-	2,775
Sub Total (Incl. GST)		0	0	0	0	16,482	0	0	0	0	0	0	0	0	0	9,501
16. Building signage																
Replace car park signage	800	-	-	-	-	904	-	-	-	-	-	-	-	-	-	1,227
Replace door signage	3,000	-	3,093	-	-	-	-	-	-	-	-	-	4,197	-	-	-
Replace building signage	1,000	-	-	-	-	1,130	-	-	-	-	-	-	-	-	-	1,533
Replace gym/pool signage	800	-	-	-	-	904	-	-	-	-	-	-	-	-	-	1,227
Sub Total (Incl. GST)		0	3,093	0	0	2,938	0	0	0	0	0	0	4,197	0	0	3,987
17. Fire equipment																
Repair or replace emergency electric fire pumps - 11.0kW	13,559	-	-	14,413	-	-	-	-	-	-	-	-	-	19,558	-	-
Repair or replace fire pump diesel	29,475	-	-	-	-	-	34,336	-	-	-	-	-	-	-	-	-
Maintain diesel fire pumps	1,267	1,267	-	-	-	-	1,476	-	-	-	-	1,719	-	-	-	-
Repair fuel supply tank and fuel lines	295	295	-	314	-	333	-	354	-	377	-	400	-	426	-	452
Battery replacement program	413	413	-	-	453	-	-	496	-	-	544	-	-	596	-	-
Replace fire jacking pump	4,936	-	-	-	-	-	5,750	-	-	-	-	-	-	-	-	-
Repaint walls	1,142	-	-	-	-	1,290	-	-	-	-	-	-	-	1,647	-	-
Repaint ceiling	938	-	-	-	-	1,060	-	-	-	-	-	-	-	1,353	-	-
Repaint floor - non-slip	938	-	-	-	-	1,060	-	-	-	-	-	-	-	1,353	-	-
Repaint pipe work	3,123	-	-	-	-	-	-	-	3,867	-	-	-	-	-	-	-
Repaint doors- both sides including architraves	232	-	-	-	-	262	-	-	-	-	-	-	-	335	-	-
Sub Total (Incl. GST)		1,975	0	14,727	453	4,005	41,562	850	3,867	377	544	2,119	0	25,268	0	452
18. Plant - water																
Replace domestic water jacking pumps	4,061	-	4,187	-	-	-	4,731	-	-	-	5,345	-	-	-	-	6,039
Replace hot water system - commercial gas (total: 8)	11,297	-	11,647	-	-	12,764	-	-	13,989	-	-	15,330	-	-	16,801	-
Sub Total (Incl. GST)		0	15,834	0	0	12,764	4,731	0	13,989	0	5,345	15,330	0	0	22,840	0
19. Lift																
Maintain security access system	225	-	232	-	-	-	-	270	-	-	-	-	315	-	-	-
Maintain / repair marble floor tiles (total: 10 m2)	1,155	1,155	-	-	-	-	1,345	-	-	-	-	1,567	-	-	-	-
Polish lift interior- scratch treatment	1,680	1,680	-	1,786	-	1,898	-	2,018	-	2,145	-	2,280	-	2,423	-	2,576
Refurbish lift interior	27,750	-	-	-	-	31,354	-	-	-	-	-	-	-	-	-	-
Overhaul lift motor	80,310	-	-	-	-	-	-	96,454	-	-	-	-	-	-	-	-
Sub Total (Incl. GST)		2,835	232	1,786	0	33,252	1,345	98,742	0	2,145	0	3,847	315	2,423	0	2,576

Expenditure Item	Current Cost	Year 1 (2015)	Year 2 (2016)	Year 3 (2017)	Year 4 (2018)	Year 5 (2019)	Year 6 (2020)	Year 7 (2021)	Year 8 (2022)	Year 9 (2023)	Year 10 (2024)	Year 11 (2025)	Year 12 (2026)	Year 13 (2027)	Year 14 (2028)	Year 15 (2029)
20. Lift motor room																
Repaint ceilings	478	-	-	-	-	540	-	-	-	-	-	-	-	689	-	-
Repaint walls	2,011	-	-	-	-	2,272	-	-	-	-	-	-	-	2,901	-	-
Repaint doors - both sides including architraves	116	-	-	-	-	131	-	-	-	-	-	-	-	167	-	-
Repaint floor - non-slip	669	-	-	-	-	756	-	-	-	-	-	-	-	965	-	-
Replace exhaust fans	675	-	-	717	-	-	-	-	-	-	-	-	-	974	-	-
Replace air conditioner unit	3,250	-	-	-	-	-	-	3,903	-	-	-	-	-	-	-	-
Replace fire doors, frames and furniture	1,707	1,707	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Sub Total (Incl. GST)		1,707	0	717	0	3,699	0	3,903	0	0	0	0	0	5,696	0	0
21. Comms room																
Repaint doors - both sides including architraves	232	-	-	-	-	262	-	-	-	-	-	-	-	335	-	-
Repaint floor - non-slip	279	-	-	-	-	315	-	-	-	-	-	-	-	402	-	-
Replace air conditioner unit	3,250	-	-	-	-	-	-	3,903	-	-	-	-	-	-	-	-
Sub Total (Incl. GST)		0	0	0	0	577	0	3,903	0	0	0	0	0	737	0	0
22. Garbage refuse / chute rooms (each level)																
Repaint ceilings	757	-	-	-	-	855	-	-	-	-	-	-	-	1,092	-	-
Repaint walls	3,066	-	-	-	-	3,464	-	-	-	-	-	-	-	4,423	-	-
Repaint floor - non-slip	753	-	-	-	-	851	-	-	-	-	-	-	-	1,086	-	-
Replace carpet	3,200	-	-	-	-	-	3,728	-	-	-	-	-	-	-	-	-
Replace exhaust fans	675	-	-	-	-	-	786	-	-	-	-	-	-	-	-	-
Maintain / repair garbage chute	750	-	773	-	-	-	-	901	-	-	-	-	1,049	-	-	-
Maintain / repair garbage compactor	3,900	-	4,021	-	-	-	-	4,684	-	-	-	-	5,456	-	-	-
Replace garbage compactors garbage compactor	13,800	-	-	-	-	-	-	-	17,088	-	-	-	-	-	-	-
Sub Total (Incl. GST)		0	4,794	0	0	5,170	4,514	5,585	17,088	0	0	0	6,505	6,601	0	0
Grand Total (Incl. GST)		33,636	250,600	256,270	143,864	120,669	219,412	186,610	88,895	63,270	280,405	345,413	162,950	109,972	153,618	45,747
Contingency Allowance (Incl. GST)		2,691	20,048	20,502	11,509	9,654	17,553	14,929	7,112	5,062	22,432	27,633	13,036	8,798	12,289	3,660
Grand Total Expenses (Incl. Contingency Allowance and GST)		36,327	270,648	276,772	155,373	130,323	236,965	201,539	96,007	68,332	302,837	373,046	175,986	118,770	165,907	49,407

Building Data List from the Property Inspection for Hallmark Apartments

This table has all the data collected by the building inspector while inspecting the complex. The columns from left to right are:-

'Items' – identifies and describes the maintenance item

'Qty' – lets you know the total quantity of that item

'Unit' – is the unit rate used to measure the quantity

'Rate' – is the cost of each unit in dollars

'Value' – is the quantity (Qty) multiplied by the Rate (\$)

'Next Due' - is the remaining life in years until an item needs money spent on it.

'Total Life' - is the total life the item after it is replaced, repaired or repainted.

'Comments' – details any useful explanatory notes for the item.

Items	Qty	Unit	Rate (\$)	Value (\$)	Next Due	Total Life	Comments
1. Building exterior							
Repaint ceilings / soffit lining	957	m2	21.83	20,891.00	3	8	Ongoing painting program
Repaint walls	3,263	m2	27.82	90,777.00	3	8	Ongoing painting program
Polish / clean aluminium composite material	1	Item	8,674.00	8,674.00	1	4	Maintain / repair as required
Maintain / repair aluminium composite material - mastic etc.	1	Item	10,050.00	10,050.00	3	8	Maintain / repair as required
Repaint standard doors - one side including architraves	5	Ea	85.59	428.00	1	8	Ongoing painting program
Polish steel parts of balustrades	423	Lm	19.60	8,291.00	1	8	Polish as required
Inspect and repair balustrades	20	Lm	276.00	5,520.00	3	8	Repair as required
Maintain balcony floor membrane and tiles (total: 957 m2) - 5%	47	m2	141.20	6,636.00	3	8	Ongoing maintenance program
2. Roof							
Maintain / repair box gutters (total: 106 Lm) - 25%	27	Lm	75.97	2,051.00	5	8	Maintain / repair as required
Maintain / repair metal roof (total: 292 m2) - 10%	29	m2	72.70	2,108.00	5	8	Maintain / repair as required
Maintain / repair roof anchor points	1	Item	780.00	780.00	2	2	Maintain / repair as required
Maintain / repair roof access systems	1	Item	900.00	900.00	2	2	Maintain / repair as required
Repaint walls	248	m2	19.91	4,938.00	3	8	Ongoing painting program
Repaint doors – one side including architraves	4	Ea	85.59	342.00	3	8	Ongoing painting program
Maintain floor membrane and tiles (total: 86 m2) - 10%	9	m2	141.20	1,271.00	3	8	Ongoing maintenance program
3. Access for work at heights							
Elevated work platforms and site set up - aluminium polishing	1	Item	3,000.00	3,000.00	1	4	Quotation required
Elevated work platforms and site set up	1	Item	38,000.00	38,000.00	3	8	Quotation required
4. Main foyer							
Repaint ceilings	148	m2	19.91	2,947.00	9	8	Ongoing painting program
Repaint walls	142	m2	19.91	2,827.00	9	8	Ongoing painting program
Repair or replace laminate panels (total: 87 m2) -10%	9	m2	95.00	855.00	9	8	Repair or replace as required
Repaint lift doors / frames	3	Ea	228.00	684.00	9	8	Ongoing painting program
Repaint doors - one side including architraves	1	Ea	85.59	86.00	9	8	Ongoing painting program
Repaint doors - both sides including architraves	2	Ea	116.05	232.00	9	8	Ongoing painting program

Items	Qty	Unit	Rate (\$)	Value (\$)	Next Due	Total Life	Comments
Repair or replace aluminium / glass doors	2	Item	909.50	1,819.00	30	20	Repair or replace as required
Maintain / repair automatic doors	2	Item	267.50	535.00	6	5	Maintain / repair as required
Replace mat well	1	Ea	1,235.85	1,236.00	26	18	Replace as required
Replace mat	1	Ea	369.15	369.00	26	18	Replace as required
Maintain / repair floor tiles (total: 88 m2) - 10%	9	m2	130.90	1,178.00	5	2	Maintain / repair as required
Refurbish marble floor surface (total: 88 m2)	88	m2	120.60	10,613.00	7	6	Ongoing maintenance program
Replace carpet	25	m2	84.20	2,105.00	16	10	Replace as required
Replace artworks	1	Item	4,500.00	4,500.00	6	5	Replace as required
Replace reception table	1	Item	5,800.00	5,800.00	11	10	Replace as required
Replace chairs and tables	1	Item	6,500.00	6,500.00	13	10	Replace as required
5. Lobbies and hallways							
Repaint ceilings	1,284	m2	19.91	25,564.00	2	8	Ongoing painting program
Repaint walls	4,712	m2	19.91	93,816.00	2	8	Ongoing painting program
Repaint doors - ones sides including architraves	155	Ea	85.59	13,266.00	2	8	Ongoing painting program
Repaint doors - both sides including architraves	87	Ea	116.05	10,096.00	2	8	Ongoing painting program
Repair or replace door furniture including closers - (common property only)	6	Item	440.84	2,645.00	2	8	Repair or replace as required
Repair or replace glazed smoke doors (total: 19)	3	Item	909.50	2,729.00	10	20	Repair or replace as required
Repaint lift doors / frames	43	Ea	228.00	9,804.00	2	8	Ongoing painting program
Replace carpet	1,284	m2	84.20	108,113.00	6	10	Replace as required
Replace artworks	19	Item	1,500.00	28,500.00	4	10	Replace as required
6. Stairwells							
Repaint ceilings	402	m2	19.91	8,004.00	3	8	Ongoing painting program
Repaint walls	1,203	m2	19.91	23,952.00	3	8	Ongoing painting program
Repaint doors - both sides including architraves	47	Ea	116.05	5,454.00	2	8	Ongoing painting program
Replace non-slip strips	14	Lm	15.00	210.00	6	10	Replace as required
Maintain / repair floor tiles (total: 19 m2) -10%	2	m2	130.90	262.00	3	5	Maintain / repair as required
Repaint floors - non-slip	10	m2	27.88	279.00	3	8	Ongoing painting program
Inspect and repair handrails (total: 678 Lm)	12	Lm	188.00	2,256.00	3	8	Repair as required, replace fasteners
7. Managers office							
Repaint ceilings	8	m2	19.91	159.00	3	8	Ongoing painting program
Repaint walls	25	m2	19.91	498.00	3	8	Ongoing painting program
Repaint doors - one side including architraves	1	Ea	85.59	86.00	3	8	Ongoing painting program
Replace carpet	8	m2	84.20	674.00	6	10	Replace as required
Replace furniture	1	Item	500.00	500.00	3	10	Replace as required
Replace appliances	1	Item	2,000.00	2,000.00	3	8	Replace as required
8. Toilets							
Repaint ceilings	10	m2	19.91	199.00	3	8	Ongoing painting program
Repaint walls	43	m2	19.91	856.00	3	8	Ongoing painting program

Items	Qty	Unit	Rate (\$)	Value (\$)	Next Due	Total Life	Comments
Maintain / repair wall tiles (total: 2 m2)	1	m2	140.17	140.00	2	5	Maintain / repair as required
Repaint doors - both sides including architraves	4	Ea	116.05	464.00	3	8	Ongoing painting program
Maintain / repair floor tiles (total: 10 m2)	2	m2	130.90	262.00	2	5	Maintain / repair as required
Maintain sanitary fixtures and fittings	2	Item	225.00	450.00	2	2	Ongoing maintenance program
Maintain basin	2	Item	220.00	440.00	3	5	Repair as required
9. Gymnasium							
Repaint ceilings	52	m2	19.91	1,035.00	3	8	Ongoing painting program
Repaint walls	112	m2	19.91	2,230.00	3	8	Ongoing painting program
Maintain / repair wall tiles (total: 12.4 m2) - 10%	2	m2	140.17	280.00	2	5	Maintain / repair as required
Maintain / repair floor tiles (total: 10 m2)	2	m2	130.90	262.00	2	5	Maintain / repair as required
Replace carpet	42	m2	84.20	3,536.00	6	10	Replace as required
Replace mirrors	1	Item	1,500.00	1,500.00	8	15	Replace as required
Replace television	1	Item	1,200.00	1,200.00	5	10	Replace as required
Replace gym equipment	1	Item	2,200.00	2,200.00	4	3	Replace as required (rotational roster)
10. Sauna							
Inspect and repair sauna heater	1	Item	550.00	550.00	2	2	Repair as required
Replace sauna heater	1	Item	3,240.00	3,240.00	8	15	Replace as required
Refurbish sauna structure	1	Item	6,450.00	6,450.00	8	15	Refurbish as required
Maintain / repair floor tiles (total: 4 m2)	1	m2	130.90	131.00	2	5	Maintain / repair as required
11. Steam Room							
Inspect and repair steam heater	1	Item	550.00	550.00	2	2	Repair as required
Replace steam room heater	1	Item	3,240.00	3,240.00	8	15	Replace as required
Refurbish sauna structure	1	Item	6,450.00	6,450.00	8	15	Refurbish as required
Maintain / repair floor tiles (total: 4 m2)	1	m2	130.90	131.00	2	5	Maintain / repair as required
12. Vehicle accessways							
Surface cleaning program	6,068	m2	1.23	7,464.00	4	5	Ongoing cleaning program
Repaint decorative concrete surface	2,720	m2	7.40	20,128.00	2	10	Ongoing painting program
Maintain / repair concrete surface (total: 6088 m2)	20	m2	128.00	2,560.00	2	5	Repair as required
Repaint line marking	1,614	Lm	15.89	25,646.00	2	5	Ongoing painting program
Topcoat bitumen surface	525	m2	16.45	8,636.00	5	12	Reseal as required
Repair bitumen surface (total: 525 m2)	52	m2	29.61	1,540.00	1	4	Repair as required
Repaint expansion joints	18	Ea	15.89	286.00	1	2	Ongoing painting program
Replace wheel stops (total: 9)	3	Ea	202.90	609.00	8	10	Replace as required
Repaint steel bollards	13	Ea	39.46	513.00	2	8	Ongoing painting program
Replace steel bollards (total: 13)	3	Ea	308.19	925.00	2	8	Replace as required
Replace storm water grates	4	Ea	146.96	588.00	18	25	Replace as required
Maintain storm water drains - allowance	2	Item	775.00	1,550.00	3	5	Ongoing maintenance program
Replace security gate	1	Ea	3,948.30	3,948.00	10	20	Replace as required
Replace roller doors	2	Ea	5,600.00	11,200.00	24	20	Replace as required - not including motor

Items	Qty	Unit	Rate (\$)	Value (\$)	Next Due	Total Life	Comments
Replace door motors	3	Ea	4,200.00	12,600.00	4	10	Replace as required
Repair or replace security card or key system	2	Ea	2,687.04	5,374.00	4	10	Replace as required
Replace extraction fan motors - large	1	Ea	3,486.00	3,486.00	4	10	Replace as required
Replace extraction fans - large	1	Ea	3,130.50	3,131.00	14	20	Replace as required
Repair extraction fans - large	1	Ea	480.00	480.00	2	2	Repair as required
Replace extraction fan motors (total: 5)	3	Ea	1,689.00	5,067.00	4	10	Replace as required
Replace extraction fans (total: 5)	3	Ea	1,537.50	4,613.00	14	20	Replace as required
Repair extraction fans	2	Ea	250.06	500.00	4	2	Repair as required
Repair extraction ducting	5	Lm	38.39	192.00	4	5	Repair as required
Replace sump pump (total: 4)	3	Ea	2,500.00	7,500.00	4	5	Replace as required
Repaint sprinkler system pipes	1	Lm	8,000.00	8,000.00	8	16	Ongoing painting program
Replace car storage lifts (total: 7)	4	Ea	3,946.25	15,785.00	0	0	Replace as required
Repair storage cages	1	Item	800.00	800.00	8	10	Repair or replace as required
Repaint ceilings	1,800	m2	19.91	35,838.00	4	8	Ongoing painting program
Repaint walls and columns	530	m2	19.91	10,552.00	4	8	Ongoing painting program
Repaint doors - one side including architraves	2	Ea	85.59	171.00	4	8	Ongoing painting program
Repaint doors - both sides including architraves	4	Ea	116.05	464.00	4	8	Ongoing painting program
Replace mat	1	Ea	486.15	486.00	10	18	Replace as required
Maintain / repair floor tiles	1	m2	130.90	131.00	2	5	Maintain / repair as required
Inspect and repair mesh barriers (total: 42 Lm)	4	Lm	276.00	1,104.00	8	10	Repair as required
Inspect and repair handrails (total: 70 Lm) - 10%	7	Lm	188.00	1,316.00	8	8	Repair as required, replace fasteners
Repair or replace roof level shades	370	m2	72.36	26,773.00	10	16	Repair or replace as required
Clean roof level shades (total: 370m2)	1	Item	3,500.00	3,500.00	1	5	Clean as required
Replace bike racks	1	Item	850.00	850.00	10	10	Replace as required
Repaint lift doors / frames	3	Ea	228.00	684.00	2	8	Ongoing painting program
13. External walkways and landscaping							
Repair or replace paving	15	m2	72.39	1,086.00	2	5	Replace as required
Maintain front entrance trees	1	Item	3,200.00	3,200.00	4	2	Ongoing pruning program
Replace front entrance trees	1	Item	7,400.00	7,400.00	6	10	Tree removal and upgrade
Maintain gardens	1	Item	1,400.00	1,400.00	1	2	Ongoing pruning program
Replace water feature pump/ maintain water feature	1	m2	1,200.00	1,200.00	2	3	Repaint mortar as required
14. Swimming pool							
Maintain pool surface - tiled (total: 92 m2) - 25%	23	m2	248.06	5,705.00	5	8	Maintain as required - quotation required
Repair or replace pool furniture	1	Item	15,000.00	15,000.00	7	8	Repair or replace as required
Replace pump	1	Ea	1,522.64	1,523.00	4	8	Replace as required
Replace salt water chlorination unit	1	Ea	1,878.73	1,879.00	4	8	Replace as required
Replace sand filter - 40 inch	1	Ea	2,268.08	2,268.00	6	12	Replace as required
Replace cartridge filter	1	Ea	1,115.39	1,115.00	6	12	Replace as required
Replace pool heater	1	Ea	2,920.65	2,921.00	6	15	Replace as required

Items	Qty	Unit	Rate (\$)	Value (\$)	Next Due	Total Life	Comments
Replace jet blower	1	Ea	640.50	641.00	4	12	Replace as required
Repair or replace pool surround	1	Item	1,400.00	1,400.00	2	4	Replace as required
15. Fixtures and fittings							
Repair or replace swipe card system	6	Item	658.05	3,948.00	5	12	Replace as required
Replace security cameras (total: 16)	5	Ea	888.37	4,442.00	5	12	Replace as required
Upgrade security intercom system - per entrance	2	Item	2,193.50	4,387.00	5	10	Upgrade as required
Replace pay television - dish mount	1	Ea	1,809.64	1,810.00	5	10	
16. Building signage							
Replace car park signage	1	Item	800.00	800.00	5	10	Quotation required
Replace door signage	1	Item	3,000.00	3,000.00	2	10	Quotation required
Replace building signage	1	Item	1,000.00	1,000.00	5	10	Quotation required
Replace gym/pool signage	1	Item	800.00	800.00	5	10	Quotation required
17. Fire equipment							
Repair or replace emergency electric fire pumps - 11.0kW	1	Ea	13,558.58	13,559.00	3	10	Repair or replace as required
Repair or replace fire pump diesel	1	Ea	29,475.16	29,475.00	6	15	Repair or replace as required
Maintain diesel fire pumps	1	Ea	1,267.16	1,267.00	1	5	Ongoing maintenance program
Repair fuel supply tank and fuel lines	1	Item	294.75	295.00	1	2	Repair as required
Battery replacement program	1	Ea	413.21	413.00	1	3	Replace as required
Replace fire jacking pump	2	Ea	2,468.20	4,936.00	6	15	Replace as required
Repaint walls	56	m2	20.40	1,142.00	5	8	Ongoing painting program
Repaint ceiling	46	m2	20.40	938.00	5	8	Ongoing painting program
Repaint floor - non-slip	46	m2	20.40	938.00	5	8	Ongoing painting program
Repaint pipe work	1	Item	3,123.20	3,123.00	8	16	Repaint as required
Repaint doors- both sides including architraves	2	Item	116.05	232.00	5	8	Ongoing painting program
18. Plant - water							
Replace domestic water jacking pumps	1	Ea	4,060.65	4,061.00	2	4	Replace as required
Replace hot water system - commercial gas (total: 8)	2	Ea	5,648.70	11,297.00	2	3	Replace as required
19. Lift							
Maintain security access system	1	Item	225.00	225.00	2	5	Ongoing maintenance program
Maintain / repair marble floor tiles (total: 10 m2)	5	m2	230.90	1,155.00	1	5	Maintain / repair as required
Polish lift interior- scratch treatment	3	m2	560.00	1,680.00	1	2	Maintain / repair as required
Refurbish lift interior	3	Item	9,250.00	27,750.00	5	12	Refurbish as required
Overhaul lift motor	3	Ea	26,770.00	80,310.00	7	15	This is an estimate only - lifts need to be individually inspected by a licensed contractor to provide an accurate quote.
20. Lift motor room							
Repaint ceilings	24	m2	19.91	478.00	5	8	Ongoing painting program
Repaint walls	101	m2	19.91	2,011.00	5	8	Ongoing painting program
Repaint doors - both sides including architraves	1	Ea	116.05	116.00	5	8	Ongoing painting program
Repaint floor - non-slip	24	m2	27.88	669.00	5	8	Ongoing painting program

Items	Qty	Unit	Rate (\$)	Value (\$)	Next Due	Total Life	Comments
Replace exhaust fans	1	Ea	675.00	675.00	3	10	Replace as required
Replace air conditioner unit	1	Ea	3,250.00	3,250.00	7	15	Replace as required
Replace fire doors, frames and furniture	1	Ea	1,706.65	1,707.00	1	20	Replace as required
21. Comms room							
Repaint doors - both sides including architraves	2	Ea	116.05	232.00	5	8	Ongoing painting program
Repaint floor - non-slip	10	m2	27.88	279.00	5	8	Ongoing painting program
Replace air conditioner unit	1	Ea	3,250.00	3,250.00	7	15	Replace as required
22. Garbage refuse / chute rooms (each level)							
Repaint ceilings	38	m2	19.91	757.00	5	8	Ongoing painting program
Repaint walls	154	m2	19.91	3,066.00	5	8	Ongoing painting program
Repaint floor - non-slip	27	m2	27.88	753.00	5	8	Ongoing painting program
Replace carpet	38	m2	84.20	3,200.00	6	10	Replace as required
Replace exhaust fans	1	Ea	675.00	675.00	6	10	Replace as required
Maintain / repair garbage chute	1	Item	750.00	750.00	2	5	Maintain / repair as required
Maintain / repair garbage compactor	1	Item	3,900.00	3,900.00	2	5	Maintain / repair as required
Replace garbage compactors garbage compactor	1	Item	13,800.00	13,800.00	8	20	Maintain / repair as required

Inspector's Report for Hallmark Apartments

1. Actual painting quotations can vary to our painting cost estimates due to colour selection changes (ie: changing from light to dark or dark to light that may require multiple coats). Often over product specification that include either an impact membrane or 3 coat system can add up to 15-20% to the painting per square metre rate.
2. We have recommended that the balance of the Sinking Fund be allowed to increase over the length of this report, leading to a significant balance in the later years. It is necessary to allow a larger balance over time to offset the effects of inflation on building material and labour costs and to ensure that adequate funds are available to provide for major works, which frequently become necessary as the building ages but which cannot be reliably forecast this far in advance. Based on historical data and current trends, we anticipate that building construction and maintenance costs will increase by fifty percent every fifteen years. This recommendation will be reviewed each time this report is updated, in light of price levels and the state of the building at the time of each update.
3. **IMPORTANT NOTES ABOUT PAINTING:** Painting a building serves two main purposes: improving the appearance of the building; and protecting the painted surface. From a maintenance point of view, this second purpose is more important. By sealing the surface, paint protects the building from damage caused by water, salt or air pollutants. Although most paints will hold their appearance for at least ten years, before cracking or peeling occurs, they become porous and lose their protective abilities well before this point. As such, we recommend that surfaces are repainted more frequently.

High-quality elastomeric paints, when properly applied, can achieve longer-lasting results, however the higher cost of this paint, lower spread rates and higher labour costs associated with this work tends to increase painting cost by approximately 50%, and so has not been included in this forecast.

Washing or pressure cleaning a painted surface can significantly diminish its function as a protective coating. If the surface is not repainted after the timeframe recommended above it will become more vulnerable to water, salt and/or pollutants. The resulting damage can considerably increase the cost of surface preparation before future repainting and, in extreme cases lead to concrete cancer, requiring major repairs.

4. The amounts estimated for the painting of the property include, as far as possible, all external surfaces including those within individual lots. While the maintenance costs of some of these surfaces are technically the responsibility of the individual lot owners, it is usual for the Owners Corporation to administer the painting of these areas to preserve the appearance of the building and to reduce overall costs for individual lot owners.
5. An allowance has been made for the cleaning and maintenance of the driveway. Cleaning may be carried out using high pressure water or a chemical wash, however the Owners Corporation should take care to abide by water-use restrictions when doing so.

6. The bitumen driveway will require resurfacing from time to time in addition to spot maintenance to address minor issues as they arise. An allowance has been made in this report to assist with the cost of these ongoing works based on the average life expectancy of bitumen driveways. Bitumen driveways are more susceptible to environmental factors than other areas of the property, such as heavy rain leading to subsidence and pot-holing and heavy vehicle traffic. It is important that any deterioration is addressed promptly, as the deterioration of bitumen tends to accelerate when not maintained, significantly increasing overall maintenance costs. As such, we recommend that the Owners Corporation regularly monitor the state of repair of the driveway and, if necessary, allocate additional funds for prompt maintenance.
7. The powder coated surfaces throughout the property have a lengthy maintenance-free period when new. After this period these surfaces may be repainted to maintain their appearance. It is important to note that powder coated surfaces will need to be prepared for painting, and that most paints will require an additive to ensure a high quality finish.
8. As the property is in a harsh environment it is most important that the Owners Corporation closely monitor the state of repair of the building. Harsh environments shorten the effective lives of many items and can lead to unpredictable wear and tear on a wide range of surfaces and materials. Any signs of corrosion or deterioration should be assessed for repair as swiftly as possible, and repairs undertaken accordingly.
9. An allowance for general building maintenance and repairs was added for future works.
10. Money allocated for scaffold can be used for other access equipment eg. boomlift, cherrypicker, abesiling, etc.
11. The membrane on the roof needs regular maintenance and replacement over time, as does the refurbishment of the tiles which has been included in this report.
12. The metal roof and flashings needs regular maintenance.
13. Money was allocated to the maintenance of driveway / car park entry gates and the replacement of electric gate motors over time.
14. A walkway maintenance program was included for repairs and maintenance to the external common area walkways and stairways.
15. An allowance for plumbing and drainage maintenance was included for the complex.
16. Monies were budgeted for the maintenance of the common area gardens, landscaping and tree pruning.
17. Lift maintenance has been included in this report.

Report Notes

Maintenance Fund Plan (VIC)

This forecast satisfies the current requirements of Division 3 of the Owners Corporation Act 2006 (Vic), as required for prescribed Owners Corporation under Section 5 of the Owners Corporation Regulations 2007 (Vic). Relevantly, the Act states:-

Division 3—Maintenance Plan

36. Maintenance plan

(1) A prescribed Owners Corporation must prepare a maintenance plan for the property for which it is responsible.
 (2) An Owners Corporation (other than a prescribed Owners Corporation) may prepare a maintenance plan for the property for which it is responsible.

37. What must a maintenance plan contain?

- (1) The maintenance plan must set out—
- (a) the major capital items anticipated to require repair and replacement within the next 10 years; and
 - (b) the present condition or state of repair of those items; and
 - (c) when those items or components of those items will need to be repaired or replaced; and
 - (d) the estimated cost of the repair and replacement of those items or components; and
 - (e) the expected life of those items or components once repaired or replaced; and
 - (f) any other prescribed information.
- (2) In this section— "major capital item" includes—
- (a) a lift; or
 - (b) an air conditioning plant; or
 - (c) a heating plant; or
 - (d) an item of a prescribed class.

38. When does a maintenance plan have effect?

(1) A maintenance plan does not have effect unless it is approved by the Owners Corporation.
 (2) In approving a maintenance plan, an Owners Corporation may set conditions for the payment of money out of the maintenance fund.

Division 4—Maintenance Fund

40. Establishment of maintenance fund

An Owners Corporation that has an approved maintenance plan must establish a maintenance fund in the name of the Owners Corporation.

41. What is the maintenance fund for?

The maintenance fund of an Owners Corporation must be used for the implementation of the maintenance plan of the Owners Corporation.

42. Payments into maintenance fund

If an Owners Corporation has established a maintenance fund, the following must be paid into that fund—

- (a) any part of the annual fees that is designated as being for the purpose of the maintenance plan;
- (b) any amounts received under an insurance policy in respect of the damage or destruction of property covered by the maintenance plan;
- (c) any interest earned on the investment of the money in the fund;
- (d) any amounts of a prescribed kind;
- (e) any amounts of a kind determined by the Owners Corporation.

43. Payments from maintenance fund

Subject to any conditions specified in the regulations and an ordinary resolution at a general meeting of the Owners Corporation, money may be paid out of the maintenance fund at any time in accordance with the approved maintenance plan.

Present state of repair of items -The present state of repair of an item is considered when determining its remaining life, however it is not the only consideration. Many items degrade in a non-uniform fashion, wearing more rapidly towards the end of their life, so items which appear to be in a good state of repair may be substantially through their lifespan. As such, we draw upon industry experience and information regarding expected lifespans of items when estimating replacement schedules, but modify our estimates based upon our visual inspection. From our report, for individual items scheduled for replacement, the following guidelines are used:

Proportion of Expected Lifespan Remaining	Present State of Repair
Greater than two-thirds	As-new or Good
Greater than one-third	Fair
Less than one-third	Showing signs of wear and tear
Requires immediate replacement	Poor

For example, an item is scheduled for replacement in five years, and has a ten year expected lifespan. This means that the item is half-way through its lifespan, and is considered to be in fair condition. If the item appeared to be in good condition, its replacement schedule may be lengthened beyond its expected lifespan.

Items which are highly durable in nature and currently in a good state of repair have an indefinite expected lifespan, but will require ongoing maintenance and/or repairs payable from the Maintenance Fund to maintain this state of repair. These items have been assigned Ongoing Maintenance/Repair Programs, which are an allowance for funds to accrue over time to cover the cost of maintenance and/or repairs, and there is no necessary correlation between the timeframes used and the present state of repair of the item.

Figures used and updates - The figures used in the forecast are typical for this type of building and normal usage. The Owners Corporation has some discretion in the timing of most maintenance items. The purpose of this forecast is to ensure monies are available when required to cover foreseeable expenses.

Contingency - A contingency has been allowed for any unforeseen expenses. Please refer to the second page of the report.

Interest, Taxation and Inflation - The standard interest rate used by Solutions in Engineering is based on the Reserve Bank of Australia's (RBA) historical series for Cash Management and Online Savings Account interest rates for the past previous fifteen years. The company tax rate is applied to interest income unless Solutions in Engineering is advised that the Owners Corporation is exempt from tax on external income. The standard inflation rate used by Solutions in Engineering is based upon the entire RBA historical series for Construction, Manufacturing and Property Services inflation, commencing March 1999. While historical figures are not an accurate predictor of specific future outcomes, over the life of this report (fifteen years), interest rates and inflation should approach long-term averages. Changes in economic conditions may affect the accuracy of these figures. This report should be updated at regular intervals to ensure that any such changes are taken into account.

Administration Budget - Items of a recurrent nature that are covered by the administration budget such as maintenance contract for lifts, fire protection equipment, air conditioners, cleaning and gardening are not included. Neither are items of a minor recurrent nature with varying life spans such as light bulbs and exit light battery packs.

Frequency of Levy Payments - The Maintenance Fund Levies recommended in this report are shown as annual and quarterly contributions. If contributions are made on a different frequency, such as half yearly, the annual levy should be divided between the payment periods set by the Owners Corporation so that, in any given year, the total contribution by the Owners equals the total annual levy recommended in this report.

Safety - The inspection does not cover safety issues.

Lifts - Due to the many types of lift contracts covering varying parts and aspects of lift maintenance, no allowance is made unless instructed by the Owners Corporation Committee/Representative.

Fire Maintenance - We have assumed that the Fire Maintenance Contractor has covered the Fire Maintenance Items; no allowance is made unless instructed by the Owners Corporation Committee/Representative.

Items with Indefinite Lives - There is no allowance for replacement of items that, if properly maintained, should last indefinitely, (unless otherwise requested by the Owners Corporation); for example: sanitary fittings and lift carriage interiors. This forecast deals only with estimating the timing of physical obsolescence.

Improvements - The Owners Corporation may resolve to undertake improvements not related to normal maintenance. No allowance has been made for these items.

Defects - No allowance has been made for correction of defects resulting from faulty construction except where nominated in the report. This report summarises only defects observed during our inspection and is not a structural report.

Ongoing Maintenance Programs - The lives of some items can vary considerably, especially with issues such as:

Usage -

Accidental damage to floor tiles, which may or may not be still available or in stock.

Fences can be maintained and replaced gradually or all at once.

Metal and Aluminium Balustrades can last anywhere between 10 and 50 years, depending on the original quality, coatings (painting) and maintenance.

Concrete driveways that have been cracked but are still perfectly sound and serviceable.

Pumps and Fans can last indefinitely or wear out relatively quickly. This often depends on the quality of internal construction and finish.

The lives of some items overall may have been extended indefinitely due to the use of an ongoing maintenance program. When there is any doubt in our minds about how and when an item may need replacement or maintenance, we give control to the owners and the Owners Corporation. With allowances for ongoing maintenance programs, allow funds to be available for maintenance, gradual replacement or in some cases accumulation of funds for total replacement in the long term future.

Updates - The forecast is made with the best available data at this time. The forecast should be upgraded at regular intervals.

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Please read the information and the notes on the Inspector's report to gain the most from this report.