

# Annual Inspections in Apartments (update January 2020)

Each year the following checks to individual apartment are required for legislative compliance reasons. Lot owners are required to grant entry to body corporate appointed tradesmen to make the checks. Any questions in relation to these issues should be made to:

[MaintAurora@theoaksgroup.com.au](mailto:MaintAurora@theoaksgroup.com.au)

## AIR CONDITIONING (10 - 15 minutes)

- Check operation of unit and visual inspection
- Inspect filter\*
- Check condenser water valve for blockage and clear if required
- Check drain and condensate pump if fitted
- Test operation of controller and reset settings if required
- Record date of inspection

\* Replaced every second year

Correction of air-conditioning issues and any repairs are the responsibility of the lot owner.

## FIRE

### • **Smoke Detector Check (5 minutes)**

Each smoke detector in the apartment will be tested to ensure it is operating correctly. Any anomalies will be advised by building management within 1-2 weeks.

Replacement of smoke detectors and batteries are the responsibility of the lot owner.

### • **Fire Sprinklers Check (10-20 minutes)**

Each fire sprinkler in the apartment will be inspected to ensure compliance with relevant legislation and for any deterioration issues. Any anomalies will be advised by building management within 1-2 weeks.

Replacement of sprinklers are the responsibility of the body corporate.

### • **Fire Door (Entry Door) Check (5 minutes)**

The fire door (entry door) in the apartment will be inspected to ensure compliance with relevant legislation. Any anomalies will be advised by building management within 1-2 weeks.

Correction of fire-door anomalies are the responsibility of the body corporate.

## **BALCONY BALUSTRADE SAFETY CHECK (10 minutes)**

- No cracks in glass
- Glass sitting correctly in rubber slots
- Rubbers fit and are in good condition
- No screws missing
- Check glass sliding doors operation

Correction of balcony balustrade issues are the responsibility of the body corporate.

Correction of issues with glass sliding doors to the balcony are the responsibility of the lot owner.

## **ADVICE TO RESIDENTS**

### **Entry Advice Procedure**

Building management will advise apartments via notice in mail box. In addition, notices will be placed in lifts and level 1 notice board advising general information and direction to check individual mail boxes.

At least one week's notice will be given – please understand if the matter is urgent then as much notice as possible will be given.

### **Exit Advice Procedure**

A notice of entry and date/time will be left on the floor inside the entry doorway of the apartment.

The inspection performed will also be noted with the name of the responsible person.

Body Corporate Committee

January 2020