

Full Property Address Job Number

S47F

Job Description	Item Description	Approved Date	Trade	Maintenance Code	Location	Total Cost Incl GST	Contractor Name
Automatic garage door is not working properly - getting stuck down and tenants need to switch over to manual.	Carpentry - Time & Materials	5/05/2009 0:00	Carpentry	Carpentry - Time & Materials	Garage	\$ S 47F	
check the light in the hallway as it keeps blowing, repair if minor and report if major repair	Electrical	20/10/2009 0:00	Electrical	Electrical T&M	Interior Property	\$ S 47F	
repair garage door , previous carpenter could not repair , he has suggested garage door technician attend as garage door is working intermittently , tenant has been operating manually , when tenants are arriving home and door will not open, carpenter suggested motor was for a single garage door and does not have the capacity to constantly lift double door	Carpentry	21/10/2009 0:00	Carpentry	Carpentry T&M	Garage	\$ S 47F	
Repair - tenant advised that evap cooling is not functioning correctly, all the filters in the unit are crumbling and tenants have advised that it is not filling. Please advise if major works are required.	Air Conditioning	1/12/2009 0:00	Air Conditioning	Air Conditioning T&M	Other	\$ S 47F	
FTER HOURS INCIDENT; Incident No: S47F Date/Time: 09/01/2010 13:43, S47F rang to advise the air conditioner is only blowing out hot air.	Air Conditioning	2/02/2010 0:00	Air Conditioning	Air Conditioning (After Hours) T&M	Exterior Property	\$ S 47F	
URGENT Please repair Double automatic garage door will not go up - it is only going up 3 cm. The manual operation is not working either, however tenant has managed to open it by pulling it up from the bottom when open 3cm, tenant has turn off power at mains and tried to reset it but still won't work	Carpentry	10/02/2010 0:00	Carpentry	Carpentry T&M	Garage	\$ S 47F	
repair electric oven, Omega, which appears loose in the cavity and keeps stopping working unless pressure is put back on the oven and pushed back into place.	Electrical	26/02/2010 0:00	Electrical	Electrical T&M	Kitchen	\$ S 47F	
L3 URGENT Repair electronic garage door. will not close. tenant has tried to close manually but whole cable has come out & not connected to mechanism anymore to pull up the door. Tenant has not got strength to pull it down. Can not lock up garage at all. ph. S47F	Carpentry	28/06/2010 0:00	Carpentry	Carpentry T&M	Garage	\$ S 47F	
Please repair Double automatic garage door will not go up - it is only going up 3 cm. The manual operation is not working either, however tenant has managed to open it by pulling it up from the bottom when open 3cm, tenant has turn off power at mains and tried to reset it but still won't work	Carpentry	5/07/2010 0:00	Carpentry	Carpentry T&M	Garage	\$ S 47F	
Check and fix minor maintenance problems. Replace smoke detector batteries. Complete on 13/10/10	Carpentry	19/10/2010 0:00	Carpentry	Carpentry T&M	Whole Site	\$ S 47F	
Complete full halcyon clean on 18th & 19th October.	Cleaning	25/10/2010 0:00	Cleaning	Halcyon (Up to 4 rooms) - expires 30/06	Whole Site	\$ S 47F	
Complete lawn mow as per S47F on 21/10/10	Grounds	25/10/2010 0:00	Grounds Maintenance	Mow (More than 700m2) - expires 30/06	Whole Site	\$ S 47F	
Please attend to re-screen family room & front security Door screens. Please also re-secure a/c panel to wall near kitchen lugs have come away from wall. please do works on the 5/11/10	Carpentry	5/11/2010 0:00	Carpentry	Carpentry T&M	Interior Property	\$ S 47F	
Complete full house carpet clean on 20/10/10	Floor Covering	8/11/2010 0:00	Floor Covering	CleaSteam Clean Carpet (Up to 4 rooms) - expires 30/06	Whole Site	\$ S 47F	
Please attend to patch & paint large crack in ceiling in entry hall near the kitchen. Please do ASAP before new tenant moves in.	Painting	11/11/2010 0:00	Painting	Painting T&M	Interior Property	\$ S 47F	
Please service venetian blinds repair bent slats. Please attend on the 5/11/10	Window Furnishing	24/11/2010 0:00	Window Furnishing	Window furnishings T&M	Whole Site	\$ S 47F	
Commence ground maintenance as per S47F on 9/11/10. Do final mow on 26/11/10.	Grounds Maintenance	30/11/2010 0:00	Grounds Maintenance	Vacant GM (More than 700m2) - expires 30/06	Exterior Grounds	\$ S 47F	
Repair lock on wooden door that will not lock - key is turning in the lock fine but the bolt will not go into the hole. Contact S47F	Carpentry	7/12/2010 0:00	Carpentry	Carpentry T&M	Interior Property	\$ S 47F	
Complete internal and external light clean on 26/11/10 as tenant is moving into the property.	Cleaning	9/12/2010 0:00	Cleaning	Cleaning T&M	Whole Site	\$ S 47F	
Repair - tenant unable to light pilot light for hot water. May be problem with ignitor. If no problem and an easy light tenant charge to apply. Contact S47F	Plumbing - Gas	17/12/2010 0:00	Plumbing - Gas	Plumbing - Gas T&M	Exterior Property	\$ S 47F	

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Repair - Laundry drain keeps blocking, advised commercial products. And tap in the kitchen sink needs to be fixed, tenant advised very hard to turn on and off its a mixer tap. Contact: S 47F

Repair retic sprinkler head located in the back garden. Member has just moved in and when the system was turned on the head broke off and dispersed a jet of water. Member is also unable to set the timing on the system. The buttons are not responding when pushed. Contact: S 47F

Repair knobs on cooktop, the front left hotplate can not be used as the knob/dial is not allowing turning to enable use of this hotplate. Tenant: S 47F

Inspect and repair Ensuite drains, very strong foul smell coming from drains, tenants have tried hot water and commercial products, were advised by PM if smell continues to report to maintenance. Tenant: S 47F

Repair water leak from laundry hot water tap. The tap with the pipe leading to the washing machine is leaking. Member has replaced the pipe but suggests it is leaking from the tap head. Member has been advised if the washing machine pipe is the issue then tenant charges will apply. Contact: S 47F

Refit garage roller door automatic disengage (it's in the top kitchen draw. Also, refix heater controls to wall (coming away). Please also refit loose roof tile in front valley whilst at house. Thanks
PRIORITY Repair the No: 5 to the letterbox located at the front of the property. The number has rusted and has fallen off the letterbox. Contact : S 47F

Repair - Light in the oven not working and a broken socket near the sink. When cooking the oven knobs on the oven are getting really hot. Pls check and repair On the cooktop, the front left hotplate can not be used as the dial is not allowing turning to enable use of this hotplate. Pls check and advised if gas plumber needed for this repair. Contact: S 47F
Replace oven with like for like.

URGENT - Repair Rear Security screen door lock not working can't lock door.

URGENT - Repair the sprinkler system, in the backyard, in the back garden, tenant advised that one sprinkler in the garden when popped back down into the ground it is still leaking water, tenants unable to repair. Please check gas cook top as when turned on gas pressure to cooking jets is not very strong. Please attend ASAP. thanks

Please attend to paint small areas to family room & lounge room skirting board near entry into garage, corner edges to walls, ask tenant if there are any other small touch up jobs inside the home. Please do ASAP. thanks
Please attend ASAP to lop back all Mop top trees to both front yard and rear yard.

Please attend ASAP to replace rubber seal strip to base of shower screen door.

Repair paver leading out to the pergola that is loose and a trip hazard.
Repair two loose pavers out in the backyard - tenant advised that they are on the first step (different pavers to last time)

Repair leak from sprinkler system located on the corner near the house, area around head is always wet and boggy even when system not used. Tenant is aware he is to replace pop ups that are not working. S 47F

Plumbing - Light 17/12/2010 0:00 Plumbing - Light Plumbing -Light T&M Laundry S S 47F

Plumbing - Light 31/12/2010 0:00 Plumbing - Light Plumbing -Light T&M Exterior Grounds S S 47F

Plumbing - Gas 5/01/2011 0:00 Plumbing - Gas Plumbing - Gas T&M Kitchen S S 47F

Plumbing - Light 6/01/2011 0:00 Plumbing - Light Plumbing -Light T&M Ensuite S S 47F

Plumbing - Light 20/01/2011 0:00 Plumbing - Light Plumbing -Light T&M Laundry S S 47F

Electrical 2/03/2011 0:00 Electrical Electrical T&M Interior Property S S 47F

Carpentry 4/03/2011 0:00 Carpentry Carpentry T&M Exterior Grounds S S 47F

Electrical 14/03/2011 0:00 Electrical Electrical T&M Kitchen S S 47F

Electrical 21/06/2011 0:00 Electrical Electrical T&M Kitchen S S 47F

Carpentry 28/06/2011 0:00 Carpentry Carpentry T&M Exterior Property S S 47F

Plumbing - Sanitary & Drainage 24/08/2011 0:00 Plumbing - Sanitary Plumbing - Sanitary & Drainage T&M Exterior Property S S 47F

Plumbing - Gas 24/08/2011 0:00 Plumbing - Gas Plumbing - Gas T&M Kitchen S S 47F

Painting 25/08/2011 0:00 Painting Painting T&M Interior Property S S 47F

Landscaping 31/08/2011 0:00 Landscaping Landscaping T&M Exterior Grounds S S 47F

Glazing 13/09/2011 0:00 Glazing Glazing T&M Ensuite S S 47F

Carpentry 21/09/2011 0:00 Carpentry Carpentry T&M Exterior Property S S 47F

Carpentry 25/10/2011 0:00 Carpentry Carpentry T&M Exterior Property S S 47F

Landscaping 8/12/2011 0:00 Landscaping Landscaping T&M Whole Site S S 47F

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REPAIR VENETIAN BLINDS,in kitchen area, handle to open & close has broken of	Window Furnishing	18/01/2012 0:00	Window Furnishing	Window furnishings T&M	Kitchen	S S 47F
REPAIR Down light are going on & off, tenant has checked globes. located in living room x 2 "Advise DHA of any tenant error/fault associated with this MITM on 'further works required' on your invoice"	Electrical	31/01/2012 0:00	Electrical	Electrical T&M	Living Room	S S 47F
Install new sprinkler controller. Attend and complete asap	Grounds	8/02/2012 0:00	Grounds Maintenai	Grounds maintenance T&M	Exterior Grounds	S S 47F
repair/ investigate leak above kitchen, coming through range hood. Please advise if major work required or further work required.	Tiling Roof	27/03/2012 0:00	Tiling Roof	Tiling Roof T&M	Exterior Property	S S 47F
Attend and make safe range hood which has water coming in to it, light in range hood is turning itself on and off.	Electrical	10/04/2012 0:00	Electrical	Electrical T&M	Kitchen	S S 47F
Repair - vertical blinds - pole turns but the blinds wont open	Window	25/05/2012 0:00	Window Furnishing	Window furnishings T&M	Living Room	S S 47F
Supply and fit key safe as per RFT 187. Install key safes at 1.5 metres from ground, under the outdoor entertaining area All work is to be completed before 30/6/12.	Electrical	26/06/2012 0:00	Electrical	Electrical T&M	Exterior Property	S S 47F
Repair - light switch button pushed in - Ensuite - RECALL - MITM S47F - Kitchen Rangehood replaced 1 month ago both light globe blew at the same time made a loud bang - tenant worried that there might be an electrical fault	Electrical	4/07/2012 0:00	Electrical	Electrical T&M	Interior Property	S S 47F
Repair - Front security screen door will no longer lock with the key or snib lock, the handle will not move.	Locksmith	25/10/2012 0:00	Locksmith	Locksmith T&M	Interior Property	S S 47F
Please service the evap air conditioner.	Electrical	22/11/2012 0:00	Electrical	Electrical T&M	Exterior Property	S S 47F
REPAIR the vertical blind in the kitchen. The rod is broken and the blind is able to be used. REPAIR the vertical blind in the rumpus room. The hook for the rod is damaged making it difficult to use the blind	Window Furnishing	21/01/2013 0:00	Window Furnishing	Window furnishings T&M	Interior Property	S S 47F
Please attend to check hot water system as tenant has reported dark brown water coming out of tap when filling up bath.	Plumbing - Sanitary &	12/03/2013 0:00	Plumbing - Sanitary	Plumbing - Sanitary & Drainage T&M	Other	S S 47F
Please install verticals to match existing type on window near door x 2 to glass slide door in kitchen. Remove Venetian blinds to window once done and dispose of.	Window Furnishing	22/03/2013 0:00	Window Furnishing	Window furnishings T&M	Other	S S 47F
Please attend to patch up crack in ceiling near family room entry and paint crack once patched. Thanks	Painting	26/03/2013 0:00	Painting	Painting T&M	Family	S S 47F
Repair - Remote for the garage door is not working. Tenant has tried replacing the battery. Light on the remote is flashing and will not work. Please trim back mop tops .	Garage Door Grounds	13/05/2013 0:00	Garage Door	Garage Door T&M	Garage	S S 47F
		7/06/2013 0:00	Grounds Maintenai	Grounds maintenance T&M	Exterior Grounds	S S 47F

Supply and fit a new key rack located in the pantry of each residence (screw fixed to cupboard/wall). Supply plastic key tags onto rack and provide two keys for each lock on these tags & tags to be notated per lock type. Our intention is to have as fewer keys as possible for each house and some may need keying alike. Entrance sets, deadlocks and security doors all to be keyed alike (if possible). If not security locks to be keyed alike and sliding door patio bolt as well (if possible). Window locks all to be keyed alike. An additional key is to be left in each actual window lock on top of the two on the key rack. Roller doors all to be keyed alike. If the house has remote control roller doors, we want each remote put onto its own key tag and put on the rack. Letterbox key and any other one off keys (such as safes etc), will be left as a stand alone (should already be there and won't need cutting. Once all keys have been minimised, we want two full sets of keys - on separate key tags (as a his and hers set), for the incoming tenants (don't put the address on them). All homes to be completed this financial year. DHA has written to all tenants advising them you will contact them soon but we suggest when you make the appointment, you also ring the tenants the night before the appointment date and request that all residents at the house with keys, leave them at home for that day. This should minimise the amount of keys you have to cut. If you have any queries, ring S47F at DHA on S47F. Thanks

Please service the gas wall furnace in line with the Australian Standards. Please install a service sticker when complete.

EMERGENCY: Repair Pyrox gas ducted heating, cannot set more than 19 degrees unit is making very loud noises and sounds like its struggling to work, huge gas bill, house is too cold when set at 19 degrees. Please complete a check and fix on the 13/12/2013. Replace the batteries in the smoke alarm and write the date on them.

Please complete a full house clean on the 16/12/2013 - 17/12/2013. Please clean house lot of carpets on the 18/12/2013.

Re grout along edge of bath tub and at end of tiles to skirting and base edge of tiles please do within 3 days

Please mow as per S47F from 12/12/2013 - 31/12/2013 or until notified of a welcome visit

Please complete a light clean on the 13/01/2014

Please maintain grounds as per S47F from 01/01/2014 -

31/01/2013. **** Please complete the final mow on the 15/01/2014 as the welcome visit is the following day ****

Replace toilet system to main please do ASAP. Thanks

Please attend to repair the oven. No power getting to the oven.

Please attend to repair the sensor light in the front yard and the door bell.

Please attend to repair the leaking taps over the basin and the toilet is continually running

Please attend to repair the light in the 4th bedroom. Member unable to remove the light shade.

Please repair the gas unitrol, thermocouple ad the pressure relief valve.

REPAIR - 1. Laundry sink hot water wall tap is dripping water when ever they use this tap. 2. Main bathroom - the tap drips with water and taps are hard to turn on/off Advise DHA of any tenant error/faults associated with this MITM on "Further Works Required" on your Invoice. Adv DHA if any major work is required

Investigate and repair gas heater not heating. Please attend asap

Locksmith	18/06/2013 0:00	Locksmith	Locksmith T&M	Whole Site	S S47F
Plumbing - Gas	24/06/2013 0:00	Plumbing - Gas	Plumbing - Gas T&M	Interior Property	S S47F
Gas Heating	29/07/2013 0:00	Gas Heating	Gas Heating T&M	Whole Site	S S47F
Carpentry	16/12/2013 0:00	Carpentry	Carpentry T&M	Whole Site	S S47F
Cleaning	18/12/2013 0:00	Cleaning	Halcyon (Up to 4 rooms) - expires 30/06	Whole Site	S S47F
Floor Covering	20/12/2013 0:00	Floor Covering	CleaSteam Clean Carpet (Up to 4 rooms) - ex	Interior Property	S S47F
Carpentry	1/01/2014 0:00	Carpentry	Carpentry T&M	Bathroom 1	S S47F
Grounds Maintenance	1/01/2014 0:00	Grounds Maintenance	Vacant GM (More than 700m2) - expires	Exterior Grounds	S S47F
Cleaning	15/01/2014 0:00	Cleaning	Internal & External Light Clean - expires	Whole Site	S S47F
Grounds Maintenance	20/01/2014 0:00	Grounds Maintenance	Vacant GM (More than 700m2) - expires	Exterior Grounds	S S47F
Plumbing - Electrical	21/01/2014 0:00	Plumbing - Sanitary	Plumbing - Sanitary & Drainage T&M	Interior Property	S S47F
Electrical	28/01/2014 0:00	Electrical	Electrical T&M	Kitchen	S S47F
Electrical	11/02/2014 0:00	Electrical	Electrical T&M	Whole Site	S S47F
Plumbing - Sanitary &	24/02/2014 0:00	Plumbing - Sanitary	Plumbing - Sanitary & Drainage T&M	Ensuite 1	S S47F
Electrical	2/05/2014 0:00	Electrical	Electrical T&M	Bedroom 4	S S47F
Plumbing - Sanitary &	5/05/2014 0:00	Plumbing - Sanitary	Plumbing - Sanitary & Drainage T&M	Exterior Property	S S47F
Plumbing - Sanitary & Drainage	5/06/2014 0:00	Plumbing - Sanitary	Plumbing - Sanitary & Drainage T&M	Interior Property	S S47F
Gas Heating	2/07/2014 0:00	Gas Heating	Gas Heating T&M	Interior Property	S S47F

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Repair Rheem gas HWS: unit was found over boiling by tenants. A large amount of boiling water was also pouring from relief valve. Tenant report hearing the unit over boiling from other side of house. Tenants have shut down HWS to avoid further faults Contractor to attend on 16/6 as agreed at time of call, and contact tenant to confirm by Noon If further/major work is required, please report this to DHA Maintenance on 139 342 while on site. Any work requiring re-attendance will be raised in a separate maintenance item, and this work order should be invoiced off.

Repair Ensuite toilet cistern which has cracked around the flush buttons.

Please attend to fix water system. Riser to main control is rusted out. Please clean out gutters around pitched pergola where tenant is unable to reach. [REDACTED] is attending today 23/1 Hand back to owners 31/1 service air conditioner - tenant has advised it doesn't work but has been on course and nobody is home until he vacates. No cover on lights in garage & pergola if unable to replace cover please replace lights.

Complete maintenance check & fix as per maintenance check list. Handle front door Laundry door stiff

Please service all window furnishings. Family room slat broken. Hand back to owners on 1st February.

Make Good
Make Good
Make Good
Make Good
Make Good

Hot Water System
Plumbing - Sanitary &

Plumbing - Sanitary & Drainage

Air Conditioning

Electrical
Cleaning
Smoke Alarm

Carpentry
Floor Covering
Floor Covering
Grounds

Window
Furnishing

Make Good -
Make Good -
Make Good -
Make Good -
Make Good -

19/06/2017 0:00	Hot Water System	Hot Water System T&M	Exterior Property
4/01/2018 0:00	Plumbing - Sanitary	Plumbing - Sanitary & Drainage T&M	Ensuite 1
24/01/2018 0:00	Plumbing - Sanitary	Plumbing - Sanitary & Drainage T&M	Whole Site
25/01/2018 0:00	Air Conditioning	Air Conditioning T&M	Whole Site
25/01/2018 0:00	Electrical	Electrical T&M	Whole Site
26/01/2018 0:00	Cleaning	Internal/external standard clean	Whole Site
29/01/2018 0:00	Smoke Alarm	Test and clean all smoke alarms	Interior Property
29/01/2018 0:00	Carpentry	Carpentry T&M	Whole Site
30/01/2018 0:00	Floor Covering	Floor Covering CleaSteam clean carpet	Interior Property
30/01/2018 0:00	Floor Covering	Floor Covering CleaFloor tiles/grout clean	Interior Property
31/01/2018 0:00	Grounds	Grounds maintenance and water (1 wee	Whole Site
31/01/2018 0:00	Window Furnishing	Window Furnishing Window furnishings T&M	Whole Site
1/02/2018 0:00	Floor Covering	Supply and Install Carpet, 30 oz	ZNULL
1/02/2018 0:00	Painting	External paint, single story face brick	ZNULL
1/02/2018 0:00	Painting	Paint pergola, up to 25m2	ZNULL
1/02/2018 0:00	Painting	Paint garage, 2 coats paint incl.woodwo	ZNULL
1/02/2018 0:00	Painting	Paint, 2 Coats excl. garage	ZNULL

\$ [REDACTED] S 47F

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Full Property Address	Job Number	Job Description	Item Description	Status	Target End Date	Completion Date	Invoice Date	Invoice Received		Trade	Maintenance Code	Location	Total Cost	
								Date	Approved Date				Incl GST	Contractor Name
S47F		Half share fencing between [REDACTED] S47F ([REDACTED] Half share to owner \$130.98	One Off Works - Quote	CANCELLED						One Off Works	One Off Works - Quote	Grounds Back	[REDACTED]	[REDACTED]
		Automatic garage door keeps getting stuck, same as back in April tenant mentioned something about mtr being to small.	Carpentry - Time & Materials	CANCELLED	1/10/2009 0:00					Carpentry	Carpentry - Time & Materials	Garage	[REDACTED]	[REDACTED]
		Flickmaster tap is wobbling at base & will not move from sink to sink.	Sanitary Plumbing - Light T&M	CANCELLED	1/10/2009 0:00					Plumbing - Light	Sanitary Plumbing - Light T&M	Kitchen	[REDACTED]	[REDACTED]
		Deliver extra green waste bin	Specialist Trade	CANCELLED	5/04/2010 0:00	3/02/2010 0:00	4/03/2010 0:00	9/03/2010 0:00	9/03/2010 0:00	Specialist Trade	Specialist Trade T&M	Exterior Grounds	[REDACTED]	Wagga Wagga City Council
		Remove some laser light sheeting and replace with colourbond to provide shade to pergola area	Carpentry	CANCELLED	3/02/2010 0:00					Carpentry	Carpentry T&M	Exterior Property	[REDACTED]	[REDACTED]
		Attend on the 17/2/2015 to complete internal external light clean as welcome visit is following day	Cleaning	CANCELLED	13/03/2015 0:00					Cleaning	Internal/external light clean	Whole Site	[REDACTED]	[REDACTED]
		URGENT Please repair Double automatic garage door will not go up - it is only going up 3 cm. The manual operation is not working either, however tenant has managed to open it by pulling it up from the bottom when open 3cm, tenant has turn off power at mains and tried to reset it but still won't work	Carpentry	CANCELLED	15/02/2010 0:00					Carpentry	Carpentry T&M	Garage	[REDACTED]	[REDACTED]
		Complete lawn mow as per [REDACTED] S47F on 21/10/10	Grounds Maintenance	CANCELLED	23/09/2010 0:00	21/09/2010 0:00	28/09/2010 0:00	28/09/2010 0:00	28/09/2010 0:00	Grounds Maintenance	Mow (More than 700m2) - expires 30/06/2014	Whole Site	[REDACTED]	[REDACTED]
			Floor Covering	CANCELLED	30/11/2017 0:00					Floor Covering	Supply and Install Carpet, 30 oz	Whole Site	0	[REDACTED]
			Painting	CANCELLED	30/11/2017 0:00					Painting	Paint, 2 Coats excl. garage External paint, single story face brick	Exterior Property	0	[REDACTED]
			Painting	CANCELLED	30/11/2017 0:00					Painting	Paint garage, 2 coats paint incl.woodwork	Whole Site	0	[REDACTED]
			Painting	CANCELLED	30/11/2017 0:00					Painting	Paint pergola, up to 25m2	Outdoor Entertaini	0	[REDACTED]
		Please do a mow on the 9/11/10 as per [REDACTED] S47F (this is not a final mow on the property)	Grounds Maintenance	CANCELLED	9/11/2010 0:00					Grounds Maintenance	Mow (More than 700m2) - expires 30/06/2014	Exterior Grounds	[REDACTED]	[REDACTED]