



LookUpStrata

WA STRATA REFORMS INFORMATION SESSION

10 Year Maintenance Plans

Presented by

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DAVID CHOKOLICH

General Manager, Technical Services HFM Asset Management

David is responsible for the management of all technical staff delivering projects such as energy & water procurement; energy tracking and improvement programs, building condition audits; building maintenance and life cycle planning and a broad range of energy and environmental reporting.

With over 23 years' experience within the Building Services design and Facilities Management, David has extensive experience in Building Operation, Maintenance and Energy Management, which is built on a strong working knowledge of a wide variety of facilities and this ensures the best applicable industry practice is evaluated and implemented for HFM's Clients.





HFM ASSET MANAGEMENT

We are not your typical engineering company

We are problem-solvers that improve the efficiency of buildings and assets, reducing their ongoing costs; identifying and preventing possible issues before they arise. All these while reducing their environmental impact.

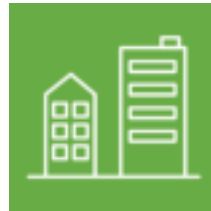


HFM'S SOLUTIONS

Asset Management



Building Improvement



Energy & Water



Facility Advisory



NABERS & BEEC



Renewable Energy





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WA STRATA REFORM
ARE **YOU READY?**



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Strata Titles Act 1985

NO. 14 OF 1985
Published by the Government Printer
Perth, Western Australia



Strata Titles Act 1985

Strata Titles (General) Regulations 2019

NO. 14 OF 1985
Published by the Government Printer
Perth, Western Australia

Strata Titles Act 1985

As at 01 May 2020 Version 07-h0-01

https://www.legislation.wa.gov.au/legislation/statutes.nsf/la_w_a796.html

Strata Titles (General) Regulations 2019

As at 01 Jul 2020 Version 00-d0-00

https://www.legislation.wa.gov.au/legislation/statutes.nsf/la_w_s51705.html



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Regulations Part 12 — Strata companies

77. Requirement to have 10-year plan

- (1) For the purposes of section 100(2A)(a)(iii), the 10-year plan for a designated strata company must include the following information —
- (a) the **name of the strata company** and the address of the strata titles scheme;
 - (b) the **name** and address of the person or persons **who prepared the plan**;
 - (c) if the strata company employs or engages a person to prepare the plan, the qualifications (if any) of the person or, if the person is a body corporate, the principal of the body corporate;
 - (d) the **period covered by the plan**;
 - (e) a **list of the items of common property**, and personal property of the strata company, that the strata company anticipates **will require maintenance, repair, renewal or replacement** (other than of a routine nature) in the period covered by the plan (the covered items);
 - (f) a **report about the condition** of the covered items and the anticipated maintenance, repair, renewal or replacement requirements of the covered items in the period covered by the plan (a condition report);



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2) The list of covered items dealt with by the plan must include such of the following items as form part of the common property or the personal property of the strata company and that the strata company anticipates will require maintenance, repair, renewal or replacement (other than of a routine nature) in the period covered by the plan —

- | | |
|---|--|
| (a) roofs and gutters; | (j) steps; |
| (b) walls; | (k) stairs and stair railings; |
| (c) floors; | (l) doors and doorways (including fire doors); |
| (d) ceilings; | (m) lighting; |
| (e) windows, eaves, flashings and window sills; | (n) storage or plant rooms; |
| (f) downpipes; | (o) fencing and gates; |
| (g) foundations of buildings; | (p) balconies, railings and balustrades; |
| (h) driveways; | (q) lifts; |
| (i) footpaths; | |





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- (r) ventilation;
- (s) fire services, fire alarms and fire hoses;
- (t) air conditioning systems;
- (u) building and ancillary structures;
- (v) utility conduits and services;
- (w) garbage disposal;
- (x) hot water systems;
- (y) electrical systems;
- (z) post boxes;
- (za) security components;
- (zb) swimming pools, spas and pumps or filters;
- (zc) water bores;
- (zd) back flow devices and pumping devices;
- (ze) car stackers;
- (zf) roof access safety equipment;
- (zg) solar and other sustainability infrastructure;
- (zh) disability access facilities.

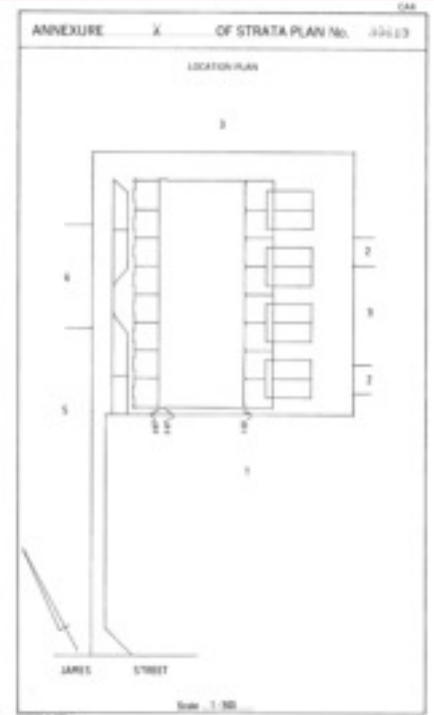


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Obtaining a Quote

To ensure prompt and accurate quoting, we request that the Client provide the following as a minimum:

- Strata Plan
- Site Address
- Strata Council ABN details.
- Council of Owners contact details
- Strata Manager's contact details



Data to Provide (Scheme Documents)

- Development Approvals
- Building Permit
- Practical Completion Certificates
- Defects Lists
- Fire Engineering Report
- Operating and Maintenance Manuals
- Asset Registers
- Warranties
- Maintenance Contracts & Service Records
- Existing Reserve Fund Plan
- Insurance Documentation
- As Constructed Documentation
 - Architectural
 - Structural
 - Fire
 - Mechanical
 - Electrical
 - Hydraulic
 - Fire
 - Security
 - Metering.



Conducting the site inspection

To ensure that the inspection are completed safely it is imperative that the following points are addressed:

- **Ensure** that all lot **owners/occupiers** are **notified** so that access to balconies and/or ceiling spaces (if required) can be completed. (HFM carry a copy of the Purchase Order)
- **Access** to all **Common areas** has been arranged (keys or guide)
- **Roof Access** must be safe:
 - Elevated Work Platform or Scissor Lift
 - Drones
- Have the **maintenance contractors** available to show or discuss any **existing site issues**



Asset Register

LEVEL	LOCATION	ELEMENT MAIN CATEGORY	ELEMENT TYPE	ELEMENT	ASSET ID	EST. DATE OF INSTAL.	EST. REMAINING LIFE	CONDITION RATING	EST. REPLACEMENT COST	COMMENTS	REPLACEMENT DATE
Ground	Unit 1	Building Fabric	Soffit	Cement Board - Paint	NA	1991	1	Very Poor	\$ 998		2020
Ground	Unit 1	Building Fabric	Facia	Facia - Coated	NA	1991	1	Very Poor	\$ 416		2020
Ground	Unit 17	Building Fabric	Facia - Coated	Facia - Coated	NA	1991	1	Very Poor	\$ 416		2020
Ground	Unit 1	Building Fabric	Doors	Timber Stained	NA	1991	1	Very Poor	\$ 120		2020
Ground	Unit 2	Building Fabric	Garden Gate	Timber Painted	NA	1991	1	Very Poor	\$ 112		2020
Ground	Unit 1	Building Fabric	Roof Covering	Clay Tiles	NA	1991	14	Fair	\$ -		2033
Ground	Unit 1	Building Fabric	Windows	Metal	NA	1991	15	Fair	\$ -		2034
Ground	Entrance	Building Fabric	Fixtures	Mail Boxes	NA	1991	11	Fair	\$ 4,500		2030
Ground	Unit 1	Building Services	Storm Water Drainage	Cutters	NA	1991	8	Poor	\$ 3,600		2027

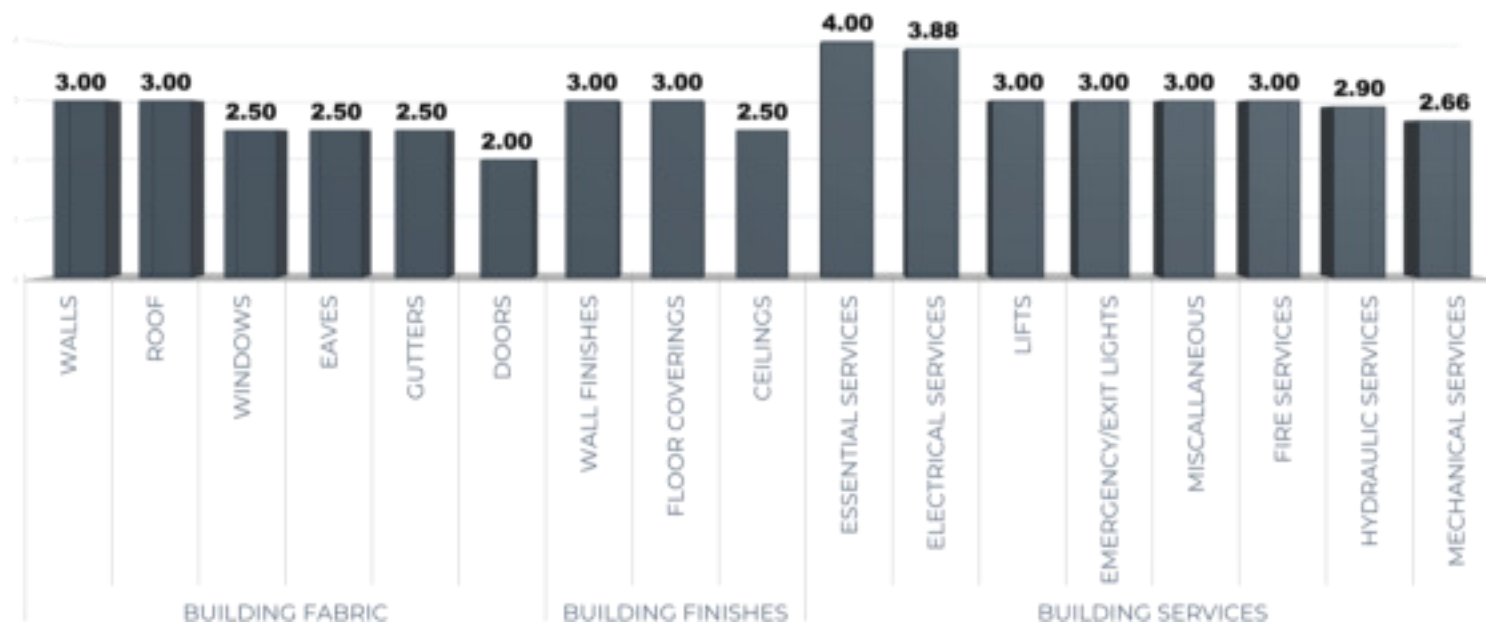




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Asset Condition Rating



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Maintenance Plan



Lifecycle	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Renewal	\$37,300	\$5,500	\$0	\$0	\$1,600	\$0	\$0	\$80,500	\$0	\$40,500
Planned Maintenance	\$8,840	\$3,776	\$5,151	\$3,890	\$5,307	\$8,144	\$5,467	\$4,329	\$5,632	\$4,253
Operating Costs	\$200	\$203	\$206	\$209	\$212	\$215	\$219	\$222	\$225	\$229
Capital Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$46,140	\$9,479	\$5,357	\$4,099	\$7,119	\$8,360	\$5,686	\$84,851	\$5,858	\$44,982



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Maintenance Contracts – What to Maintain?

- Mechanical (HVAC)
- Building Management System (BMS)
- Fire Services
- Electrical Repairs / Thermoscan
- Security Access Systems / Doors / CCTV
- Plumbing Repairs / Tank Cleaning
- Lifts
- Garage Doors / Gates
- Pool Testing and Maintenance
- Security (patrols / checks)
- Meter Reading & Invoicing
- Cleaning & Waste
- Pest control
- Window Cleaning
- Roof / Gutter Cleaning
- Landscape / Gardening
- General Repair & Maintenance

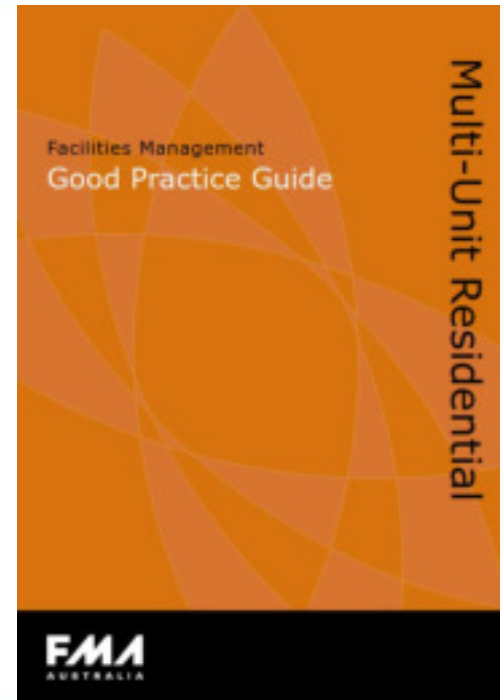


Facility Management Association of Australia

The Facility Management Association of Australia (FMA) is the peak national industry body for facilities management, representing and supporting professionals and organisations responsible for the operational management of Australia's built environments.

Good Practice Guide Multi-Unit Residential

www.fma.com.au



For more information visit:

<https://www.hfmassets.com.au/asset-management/10-year-strata-maintenance-plan/>

<https://www.hfmassets.com.au/wa-strata-reform-explained-for-lot-owners>

<https://www.hfmassets.com.au/strata-energy-solutions/>

<https://www.lookupstrata.com.au/wa-maintenance-planning-insurance-staa-2018/>

