

## **Building Management Services**

We are pleased to offer the following administration services for your review and consideration.

### **Principal Duties**

#### **Administration**

- Ensure a safe and comfortable living and working environment throughout the complex
- Report activities at monthly council meetings
- Ensure that rules / regulations and by-laws are adhered to by all residents and guests
- Approach violators in a friendly and reasonable matter
- Refer all owners' requests, including requests for information or customer account
- Information, complaints and comments promptly to Property Manager
- Accept complaints or inquires in writing only, to include owners / resident's building and suite number, name(s), description of issue, time and place.
- Acknowledge action taken to complaints promptly; refer requests, complaints and comments to appropriate authority: security, Strata council, property manager
- Post notices in displays for routine maintenance issues; otherwise as directed by property manager
- Developed good relationships with onsite services such as security, cleaning services and so on
- Provide secure access for service and trades people for onsite services
- Monitor parking and coordinate towing of any unauthorized vehicles on common property
- Coordinate with Security Company to maintain high level of security throughout the property via regular patrols and visitor checks
- Perform patrols of all areas on a scheduled basis and attend to repairs, adjustments, cleaning etc. As required, including but not limited to mechanical rooms, amenity areas, hallways, garden podium, street level sidewalks and landscape, parkade, and so on. Record such activities in a log book.
- Order paper cleaning supplies for the cleaning services company
- Introduce self/ provide welcome letter to all new residents
- Dress in a professional manner

#### **Recording and Reporting**

- Maintain and report on petty cash float of \$500 for minor purchases and receipt of owner / resident payments. Follow without variance, the control regulations established by the accounting department. IOUs are expressly prohibited and subject to spot audits. All major purchases, including supplies, must be authorized through the property manager.
- Create and maintain a schedule and checklist of regularly performed duties

- Maintain a daily log of activities including trade visits, incidents of disturbances, equipment failures, violation of rules or by-laws, and any exchange with residents or more than an ordinary nature
- Provide weekly reports to the manger, except in cases of emergency
- Provide monthly reports to the property manager one week prior to council meetings for inclusion council agenda
- Provide input to budget projections
- Provide property manager with accurate and up to date lists of owners or / and residents, parking, bicycle stalls and storage, where applicable
- Arrange FOB and interphone activation/deactivation promptly with accurate and up to date contact list for owners/ residents
- Maintain inventory of all strata corporation equipment, lighting supplies, tools, supplies and the location of same
- Maintain schedules for reserving amenity rooms, and for moves in and out, collect deposits as specified by the strata council, and examine property for damage
- Ensure collection of form K for new tenants, and any other forms approved by the Strata council e.g. pets

### **Supervision**

- Assign and supervise staff for routine and urgent work
- Monitor contractors for satisfactory completion of their work, and clean up as needed. Report any problems to the property manager
- Monitor Security Company and cleaning services company, and report issue to property manager

### **COST**

Your quote is developed based on the location and specifications of Administrative services.

Rate of charge to be \$20.85/hr. plus H.S.T.

We assure you that we will be able to cater to all your last minutes requirements also.

We assure to strive continuously to meet your expectations.

If you have any questions regarding the quote please do not hesitate to call at your convince,

You can call Harry Sethi at 604-644-7189 or e mail at [harrysethi@eurekasecurity.com](mailto:harrysethi@eurekasecurity.com)

Sincerely,

Harry Sethi,  
 Operations Manager  
 Eureka Security Services Ltd.  
 Direct: 604-644-7189  
 Office: 604-515-1391