



# Project Commencement Notice

Thank you for choosing us to carry out works to your property. We are a services member of the Strata Community Association (SCA) NSW, the peak industry body for strata and community title management.

We hold the appropriate licences and insurance to carry out the works. All personnel have completed our work, health and safety induction before working.

Rest assured we are trained to work in occupied buildings, including managing the tidiness of common areas such as driveways, entries to the building, stairwells and lifts.



## THINGS YOU SHOULD KNOW

Property Address

The Project

Hours of work

### Who to contact about the works:

#### Contractor

Company name

Contact name

Phone

Email

#### Consultant

DesignPrac

Contact name

Phone

Email

### For all other building queries and common property repair requests:

#### Building Management

Company name

Building manager name

Phone

Email

#### Strata Management

Company name

Strata manager name

Phone

Email

If you are a tenant, please contact your Property Manager to assist

## WORK SCHEDULE AND NOISE

**Works Schedule** Start date

**Works Schedule** Estimated end date

If there are delays, we will issue a further update.

Summary of works

Noise levels

Anything else I need to know?

The outcome