**Project Brief: Strata Quote Request for New CCTV Installation**

This document is designed to assist Committees or Strata Managers in identifying important information regarding installing a CCTV system for their building. It also enables discussion and an informed decision on whether to proceed with the installation after considering the Legal aspects and costs involved in the Project.

On agreement that the CCTV system will be installed, the information in this document can be easily exported to a Scope of Works document that can be issued to the three preferred suppliers, enabling them to quote accurately and equally for the work.

Key Factors to be Considered;

1. Why do you want CCTV, and what areas do you want covered by the system?

2. How many cameras are estimated to be required?

3. Preparing a budget estimate and approving these costs.

3. Identify and document the stakeholders involved in the Project.

4. Understand legal requirements and prepare bylaws for the AGM / EGM.

5. When do you want to install the system, and setting timeframes for the Project.

**Summary of Project Brief sections**

* Reasons for requiring CCTV
* Areas of the building requiring cameras
* Lift cameras - essential considerations
* Legal Requirements for CCTV.
* Budgetary Costs
* Timeframe for project completion
* Key decision-makers & suppliers
* Approvals

**Thanks to Quatrix Security for supplying the following Project Brief –** [www.quatrix.com.au](file:///C%3A%5CUsers%5CLiam%20Kerr%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5CQX9L6OGJ%5Cwww.quatrix.com.au)

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**Project Brief: Strata Quote Request for New CCTV Installation**

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| --- | --- | --- | --- |
| **Building Address:** |  | **SP Number:** |  |
| **Strata Manager:**  |  | **Date:** |  |

**Why does the building want CCTV (e.g., garbage dumping, stolen home deliveries, graffiti or vandalism, and a recent break-in to the car park)?**

|  |  |
| --- | --- |
| **Incident or issue that CCTV will help fix** | **How many people is this affecting** |
|  |  |
|  |  |
|  |  |

**Which areas of the building do you want covered by CCTV** (e.g., foyer door, fire doors, garbage room, garage roller door, floors, etc.)? Listing the approximate number of cameras enables the Committee to estimate installation costs for the Project.

|  |  |
| --- | --- |
| **Location of camera (s)** (change as required, could be an estimate per area of the building) | **Areas to be monitored** |
| Camera 1 -  |  |
| Camera 2 -  |  |
| Camera 3 -  |  |
| Camera 4 -  |  |
| Camera 5 -  |  |
| Camera 6 -  |  |
| Where will the CCTV Recorder be installed? (eg electrical or cleaners room, somewhere secure) |  |
| Is this room locked? - NMB/Abloy/Not locked |  |
| Who holds the key to this room? |  |

**Do you want lift cameras installed?** Lift cameras can be expensive if cables aren’t installed in the lift shaft. Lift companies typically charge between $6,000 and $10,000 per lift car to install the cable.

|  |  |
| --- | --- |
| Are cables installed in the lift shaft to connect a CCTV camera? |  |
| If not, do you have a budgetary quote from your lift company? |  |

**Legal Requirements**

|  |  |
| --- | --- |
| **Bylaw Required** |  |
| Additional Legal Assistance  |  |
| Cost |  **$ incl GST.** |

**Budgetary Costs** (Document budgetary costs for the system) - **CCTV System**  **- EXAMPLE**

Budgetary costs can be provided using a template as shown below or by asking your preferred contractor to provide budgetary costs. For most buildings, they won’t need to attend to give you an estimate.

|  |  |  |  |
| --- | --- | --- | --- |
| **Description** | **Number of**  | **Item Cost (each)** | **Total** |
| CCTV Cameras | 4 | $1,500 (estimate) | $6,000 |
| Lift Cables | 0 | $6,000 - $10,000 | $0.00 |
|  |  | Total | $6,000 |
|  |  | 20% contingency | $1,200 |
|  |  | **Total** | **$7,200 inc GST** |

**TOTAL BUDGETARY COSTS - EXAMPLE**

|  |  |  |
| --- | --- | --- |
| **Service** | **Budgetary Cost** | **notes** |
| CCTV Installation | $7,200 |  |
| Strata Management | $1,200 |  |
| Legal | $1,800 |  |
| Miscellaneous costs | $500 |  |
| Total | **$10,700** |  |

 **Timeframe for the Project**

|  |  |  |
| --- | --- | --- |
| **Stage of Project** | **Date** | **Who** |
| Project Brief completion |  |  |
| Project Brief approved |  |  |
| Budgetary costs approved |  |  |
| Request for Quotes |  |  |
| Quote Closure Date |  |  |
| Decision Date |  |  |
| CCTV Installation Start Date |  |  |

**Committee and Contractor Contacts?**

|  |  |  |  |
| --- | --- | --- | --- |
| **Position** | **Name** | **Mobile number** | **Email Address** |
| Committee member |  |  |  |
| Committee member |  |  |  |
| Sub-committee member |  |  |  |
| Lawyer |  |  |  |
| Lift Maintenance Company |  |  |  |
| Current Security Company |  |  |  |
| Who will provide access to contractors? (Do they have keys for risers and rooms) |  |  |  |

**Contractors** (Contractors to be engaged to provide quotes - Security company, lift company)

|  |  |  |
| --- | --- | --- |
| **Company Name** | **Reason for choosing this Company** | **Contact Details** |
|  |  |  |
|  |  |  |
|  |  |  |

**Approvals**

|  |  |  |  |
| --- | --- | --- | --- |
| **Approvals required** | **Name** | **Position** | **Date** |
| Project Brief |  |  |  |
| Scope of Works |  |  |  |
| Quote Acceptance |  |  |  |

**Implementation**

|  |  |
| --- | --- |
| **Name of Successful Contractor** | **The reason why they were chosen** |
|  |  |