

STRATA PROOF PACK

A practical toolkit for standardising how strata projects are assessed, scoped, and communicated.

<i>Document</i>	Strata Proof Pack — Toolkit Edition
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<i>Prepared By</i>	_____
<i>Date</i>	_____

Contents: Compliance Checklist · Window Replacement Tender Scope · Remedial Works Scope · Tenant Communication Plan

The Strata Proof Pack

The Strata Proof Pack is a practical toolkit designed to help strata managers, building owners, and contractors standardise the way projects are assessed, scoped, and communicated. Each document in this pack can be used independently or as part of a complete project workflow.

Section	Document	Purpose
01	Strata Compliance Checklist	Document defects, assign responsibilities and track status
02	Window Replacement Tender Scope	Define a structured scope for window replacement tenders
03	Remedial Works Scope	Capture repair-based project scopes with full specifications
04	Tenant Communication Plan	Plan, schedule and track all tenant communications to minimise disruption

Each template should be completed by the relevant project lead before works commence. Retain completed copies in your project file.

SECTION 01 — STRATA COMPLIANCE CHECKLIST

Strata Compliance Checklist

Use this checklist to systematically document defects, compliance obligations, and maintenance issues across the strata property. Record the responsible party, current status, and any relevant notes for each item.

Building / Scheme Name:	
Strata Plan Number:	
Inspection Date:	
Inspected By:	
Lot Numbers in Scope:	

A. Common Property — Building Fabric

Item / Obligation	Responsible Party	Status	Notes
External walls — cracking / spalling	OC / Strata Manager	<input type="checkbox"/> Open <input type="checkbox"/> Closed	
Roof — leaks, damaged tiles / membrane	OC / Strata Manager	<input type="checkbox"/> Open <input type="checkbox"/> Closed	
Balconies — waterproofing & balustrades	OC / Strata Manager	<input type="checkbox"/> Open <input type="checkbox"/> Closed	
Windows — seals, frames, operation	OC / Owner	<input type="checkbox"/> Open <input type="checkbox"/> Closed	
Common area doors — operation & fire rating	OC / Strata Manager	<input type="checkbox"/> Open <input type="checkbox"/> Closed	
Stairwells — condition & lighting	OC / Strata Manager	<input type="checkbox"/> Open <input type="checkbox"/> Closed	
Car park — surface, drainage & markings	OC / Strata Manager	<input type="checkbox"/> Open <input type="checkbox"/> Closed	

B. Services & Infrastructure

Item / Obligation	Responsible Party	Status	Notes
Fire safety — hydrants, extinguishers, FIP	OC / Fire Contractor	<input type="checkbox"/> Open <input type="checkbox"/> Closed	
Lift — current service certificate	OC / Lift Contractor	<input type="checkbox"/> Open <input type="checkbox"/> Closed	
Electrical — switchboard labelling & RCDs	OC / Electrician	<input type="checkbox"/> Open <input type="checkbox"/> Closed	
Plumbing — common area leaks / drainage	OC / Plumber	<input type="checkbox"/> Open <input type="checkbox"/> Closed	
Air conditioning — common plant service	OC / HVAC Contractor	<input type="checkbox"/> Open <input type="checkbox"/> Closed	
CCTV / intercom — operation & recording	OC / Strata Manager	<input type="checkbox"/> Open <input type="checkbox"/> Closed	
Pool / spa — water quality & fencing	OC / Pool Contractor	<input type="checkbox"/> Open <input type="checkbox"/> Closed	

C. Compliance & Statutory Obligations

Item / Obligation	Responsible Party	Status	Notes
Strata management statement — current	Strata Manager	<input type="checkbox"/> Open <input type="checkbox"/> Closed	
Annual fire safety statement — lodged	OC / Fire Contractor	<input type="checkbox"/> Open <input type="checkbox"/> Closed	
Asbestos register — reviewed & current	OC / Strata Manager	<input type="checkbox"/> Open <input type="checkbox"/> Closed	
Defect bond — claim lodged if applicable	Strata Manager / OC	<input type="checkbox"/> Open <input type="checkbox"/> Closed	
Capital works fund — 10-yr plan current	Strata Manager	<input type="checkbox"/> Open <input type="checkbox"/> Closed	
Insurance — building sum insured reviewed	OC / Strata Manager	<input type="checkbox"/> Open <input type="checkbox"/> Closed	
Building bond & inspection scheme (BBIS)	OC / Developer	<input type="checkbox"/> Open <input type="checkbox"/> Closed	

Notes: OC = Owners Corporation. Status options: Open (issue identified), Closed (resolved/compliant), N/A (not applicable). Attach supporting photographs and reports to this checklist.

Window Replacement Tender Scope

This template provides a structured scope of works for window replacement projects within a strata scheme. Complete all sections before issuing to tenderers to ensure consistent and comparable quotes.

Project Title:	
Building Address:	
Strata Plan No.:	
Contact / PM:	
Tender Closing Date:	
Site Access Arrangements:	

Scope of Works

Item No.	Scope Item	Specification / Notes	Qty	Unit
1.0	Preliminary Works			
1.1	Engage a licensed building surveyor / engineer to confirm window specifications	To match existing planning permits and NCC requirements	1	LS
1.2	Obtain all required permits and approvals prior to commencement	Include DA, CDC or exempt development confirmation	1	LS
1.3	Establish site-specific WHS / Safe Work Method Statement	Provide to PM prior to mobilisation	1	LS
2.0	Demolition & Removal			
2.1	Remove existing window frames and glazing — all nominated lots	Include safe disposal of waste; retain sills where possible	TBC	No.
2.2	Protect internal finishes during removal works	Dust sheeting, floor protection and furniture relocation as required	1	LS
2.3	Make good any damage to reveals, sills or surrounding surfaces	To match existing finish prior to new installation	1	LS
3.0	Supply & Install New Windows			
3.1	Supply and install new aluminium / uPVC framed windows	Specify: series, colour, finish, glazing type (e.g. 6mm toughened)	TBC	No.
3.2	Double-glazed units where required by acoustic/energy compliance	Nominate glazing specification and compliance standard	TBC	No.

Item No.	Scope Item	Specification / Notes	Qty	Unit
3.3	Install flashing, sealants and weatherproofing to all new frames	Use silicone sealant; ensure continuous perimeter seal	TBC	No.
3.4	Fit window locks, restrictors and hardware per BCA / AS requirements	Child safety restrictors on openings above 2m	TBC	No.
4.0	Completion & Handover			
4.1	Clean all glazing, frames and surrounding areas on completion	Remove all stickers, adhesive residue and construction dust	1	LS
4.2	Provide compliance certificate (glazing / window installation)	From licensed contractor; retain original for building file	1	LS
4.3	Provide manufacturer's warranty documentation for all windows	Minimum 10-year product warranty; 2-year workmanship warranty	1	LS

Tender Submission Requirements

- Itemised pricing per lot and per window type
- Confirmation of proposed window brand, series and finish
- Glazing specification sheet and compliance statement
- Program of works including indicative start date and duration per lot
- Copy of current contractor licences and insurance certificates
- References from at least two comparable strata window replacement projects

All tenderers must attend a mandatory site inspection prior to submitting. Tenders not meeting the above submission requirements will not be assessed.

Remedial Works Scope

Use this template to define the scope for repair-based remedial projects, including concrete cancer treatment, waterproofing rectification, façade repairs, and general building defect rectification works.

Project / Works Title:	
Building Address:	
Strata Plan No.:	
Defect Type / Nature of Works:	
Structural / Waterproofing Engineer:	
Date of Engineer's Report:	
Works Order / Reference No.:	

Scope of Remedial Works

Item No.	Scope Item	Specification / Notes	Qty	Unit
1.0	Investigation & Preparation			
1.1	Engage structural / remedial engineer to mark up all areas requiring treatment	Mark in chalk or paint; provide annotated drawings	1	LS
1.2	Establish traffic management and exclusion zones around work areas	Erect hoardings, barriers and safety signage	1	LS
1.3	Prepare and submit SWMS and Environmental Management Plan to PM	Prior to mobilisation	1	LS
2.0	Concrete & Structural Repairs			
2.1	Break out all delaminated, carbonated or defective concrete	Use hand chipping or hydro-demolition as directed by engineer	TBC	m2
2.2	Clean and treat exposed reinforcement to remove corrosion	Apply corrosion inhibiting primer per AS 3600 / manufacturer spec	TBC	m
2.3	Apply sacrificial anode system where specified by engineer	Install galvanic anodes at spacing per engineer's drawings	TBC	No.
2.4	Reinstate concrete using engineer-approved repair mortar	Match existing profile; minimum compressive strength 32 MPa	TBC	m2
3.0	Waterproofing Rectification			

Item No.	Scope Item	Specification / Notes	Qty	Unit
3.1	Remove all failing waterproofing membranes in nominated areas	Full strip to substrate; do not leave in areas of delamination	TBC	m2
3.2	Prepare substrate — grind, clean and prime	Remove all adhesive residue; apply primer coat to manufacturer spec	TBC	m2
3.3	Install new waterproofing membrane — two-coat system	Specify: product, application method, thickness, AS 3740 compliance	TBC	m2
3.4	Flood test all horizontal waterproofed areas prior to covering	48-hour minimum; issue pass certificate to PM	TBC	No.
4.0	Surface Coatings & Finishes			
4.1	Apply anti-carbonation coating to all treated external concrete surfaces	Two-coat system; match existing colour where visible	TBC	m2
4.2	Apply elastomeric paint system to all repaired render / masonry areas	Anti-fungal; UV stable; minimum 10-year substrate warranty	TBC	m2
5.0	Post-Completion			
5.1	Engage structural engineer to issue works completion certificate	Certify all repairs completed per scope and specification	1	LS
5.2	Prepare and submit defect liability register and warranty schedule	Include product warranties and workmanship guarantees	1	LS
5.3	Remove all hoarding, waste and temporary works; clean site	Leave building in clean condition; photograph completion	1	LS

This scope must be read in conjunction with the Engineer's Specification and Drawings. Any variation from the specified materials or methods must be approved in writing by the supervising engineer prior to proceeding.

Tenant Communication Plan

This plan ensures tenants and owners are kept informed throughout the project, minimising disruption, managing expectations, and maintaining a positive relationship between the strata manager, building manager, and residents.

Project Title:	
Building / Scheme:	
Works Period:	From: _____ To: _____
Project Manager:	
Key Contact for Residents:	
Emergency After-Hours Contact:	

Communication Schedule

Stage	Action	Message Summary	Channel	Timing
Pre-Works (4 weeks prior)	Initial notice issued to all tenants and owners	Works overview, program, access requirements, key contacts	Letter / Email	4 weeks before start
Pre-Works (2 weeks prior)	Follow-up notice with confirmed program	Confirmed dates, hours of work, noise/dust impacts, site rules	Letter / Email / SMS	2 weeks before start
Pre-Works (48 hours prior)	Reminder notice for imminent works	Reminder of start date, access confirmation, contact number	SMS / Email	48 hrs before start
During Works (Weekly)	Weekly progress update	Works completed, upcoming activities, any changes to program	Email / Notice Board	Every Friday
During Works (As required)	Disruption / access alert	Specific access restrictions, noise / dust periods, temporary closures	SMS / Letterbox drop	24 hrs notice minimum
Completion	Works completion notice	Confirmation works complete, any outstanding items, defect warranty details	Letter / Email	Within 2 days of PC
Post-Works (30 days)	Resident feedback & close-out	Satisfaction survey, defect reporting instructions, PM contact details	Email / Survey link	30 days after PC

Communication Principles

- Give maximum notice — aim for 4 weeks whenever the program allows.
- Be specific — include dates, times, affected areas and expected disruptions.
- Provide a clear point of contact — name, phone and email for resident queries.
- Use plain language — avoid technical jargon in tenant-facing communications.
- Follow up verbal communications in writing and retain copies in the project file.
- Acknowledge and respond to all resident complaints within 24 hours.
- Post physical notices in common areas (lifts, letterboxes) in addition to digital channels.

Complaints & Issue Register

Date	Lot / Tenant	Issue Raised	Actioned By	Resolution / Date

Retain this register as part of the project file. A copy should be provided to the Owners Corporation at the project close-out meeting.