

June 4, 2024

BLUE WREN HOLDINGS PTY LTD TRADING AS

CIVIC

SHOWER SCREENS
& WARDROBES

1 Freight Street, Yatala, QLD 4207
PO Box 6045, Yatala DC, QLD 4207
ABN: 86 100 720 741
QBCC Licence No. 1155348

P. (07) 3441 7777
F. (07) 3441 7711
W. www.civicscreens.com.au
E. reception@civicscreens.com.au

Mosaic Construction

Prepared by:

CIVIC SHOWER SCREENS & WARDROBES
Shower Screens, Wardrobes and Mirrors Operation and Maintenance Manual

Project: The Witton by Mosaic - 29 Finney Rd, Indooroopilly

Blue Wren Holdings Pty Ltd
T/As Civic Shower Screens & Wardrobes
PO Box 6045, Yatala, 4207 Queensland
Phone: 07 3441 7777
Company ABN: 86 100 720 741

1. Introduction and Emergency Contacts

1.1 Purpose

Civic Shower Screen & Wardrobes welcomes you to the Witton by Mosaic

Civic Shower Screens & Wardrobes has carried out the design and construction of Shower Screens & Mirrors.

This Operation and Maintenance Manual has been prepared to provide guidance and recommendations to assist.

- Users of the building
- Managers of the building and services
- Employees who carry out maintenance, repairs, or new works within the building in the understanding, running and maintenance of the services installed

We strongly encourage you to become familiar with the information contained in this and the other manuals provided for The Witton – 29 Finney Road, Indooroopilly.

1.2 Company & Relevant Subcontractor Details

The following schedule provides a listing of the subcontractors employed by Civic Shower Screens & Wardrobes and what levels, scope and their normal business hours contact details and out of hours emergency telephone numbers:

Company / Subcontractor	Scope	Levels	Business Hours Contact Details & Personnel	Out of Hours Contact Details & Personnel	Mobile Phone for Emergency Call Out
Civic Shower Screens & Wardrobes	Installation	N/A	9am – 5pm 0434 435 305	Stefan Styles – 0418 752 192	0418 752 192
Civic Shower Screens & Wardrobes	Warranty & Defects		7am - 3pm 07-3441 7779 0493 075 906		
Civic Shower Screens & Wardrobes	Reception	N/A	8am – 4pm 07 3441 7775		

1.3 List of Equipment and Suppliers / Manufacturers

The following schedule provides a listing of all service equipment installed by the Contractor and the suppliers / manufacturer's contact details:

Equipment	Equipment Supplier / Manufacturer	Business Hours Contact	After Hours Contact	Mobile Phone
Shower Screens	Civic Shower Screens	07 3441 7778	Stefan Styles	0418 752 192
Wardrobe Doors	As Above	As Above	As Above	As Above
Mirrors	As Above	As Above	As Above	As Above

Section 2 Description of Works

Civic Shower Screens & Wardrobes undertook the shower screen, wardrobe and mirror package which generally includes the following items below. The area of each portion of work has been specified in this list below.

Building A

- Consist of 120 apartments over 12 levels with 2 & 3 bedrooms

Building B

- Consist of 21 apartments over 3 storeys with 2 & 3 bedrooms

Civic Shower Screens & Wardrobes Scope of Works covers the installation of Shower Screens, Wardrobe Doors and Mirrors to the Bathrooms, Ensuites, Bedroom and Amenities to the below listing -

Building A

Roof Terrace Amenities Mirror

Level 15 11501 11502 11503 11504 11505 11506 11507 11508 11509 11510
Level 14 11401 11402 11403 11404 11405 11406 11407 11408 11409 11410
Level 13 11301 11302 11303 11304 11305 11306 11307 11308 11309 11310
Level 12 11201 11202 11203 11204 11205 11206 11207 11208 11209 11210
Level 11 11101 11102 11103 11104 11105 11106 11107 11108 11109 11110
Level 10 11001 11002 11003 11004 11005 11006 11007 11008 11009 11010
Level 9 10901 10902 10903 10904 10905 10906 10907 10908 10909 10910
Level 8 10801 10802 10803 10804 10805 10806 10807 10808 10809 10810
Level 7 10701 10702 10703 10704 10705 10706 10707 10708 10709 10710
Level 6 10601 10602 10603 10604 10605 10606 10607 10608 10609 10610
Level 5 10501 10502 10503 10504 10505 10506 10507 10508 10509 10510
Level 4 10401 10402 10403 10404 10405 10406 10407 10408 10409 10410

Level 1 Managers Amenity Mirror

Building B

Level 4 20401 20402 20403 20404 20405 20406 20407
Level 3 20301 20302 20303 20304 20305 20306 20307
Level 2 20201 20202 20203 20204 20205 20206 20207

Section 3 Operation & Maintenance Procedures

This section shall include all maintenance requirements to maintain warranty periods and fully comprehensive details in respect of:

- Cleaning procedures for all elements
- Replacement procedures
- Regular cynical preventative maintenance procedures to avoid damage.
- Inspection and lubrication requirements
- Repair procedures in the event of damage.
- Washing methods, including the frequency and the method of washing required etc.

Section 3.1 Maintenance Schedule

The following schedule provides a listing of items that will require both preventative and regular maintenance and the recommended frequency and method. This list will also include items listed as Inspection Assets that require regular maintenance / inspection under the Australian Standards etc. Recording of scheduled maintenance must be maintained.

Activity Equipment	Frequency			
	Weekly	Monthly	3 Monthly	6 Monthly
Shower Screens	✓			
Mirrors	✓			
Wardrobe Doors	✓			

MANUFACTURERS PRODUCT WARRANTY & GUARANTEE

Business Name: Mosaic Constructions

Project: The Witton – 29 Finney Road, Indooroopilly

WARRANTY AND TERMS

Shower Screens	12 Months
Mirrors	12 Months
Wardrobes	12 Months

CONDITIONS

If a fault in the product during the term of warranty which is due to poor workmanship or materials, Civic will either repair or replace the product (at its discretion) at no charge to you, during normal working hours.

The warranty applies to the original residential purchase only and is not transferable. Satisfactory proof of purchase date must be furnished at the time of notification of defect for any claim under warranty to be enforceable.

A charge will be applied for a service call made where the Civic product is not faulty.

The warranty is in addition to and in no way limits, varies OR excludes any express or implied rights and remedies under any relevant legislation in the state or territory of sale.

EXCLUSIONS

This guarantee does not cover the following:

- Damage resulting from unauthorised installation, or alteration and/or modification of the product
- Misuse or abuse of the product
- Damage caused by acts of God such as fire, flood, storm and tempest.
- Civic will not be liable for any incidental or consequential loss or damage arising from the installation OR operation of the product and/or failure of any part for any reason whatsoever.
- Normal wear and tear of the product.
- Cleaning and maintaining the product, otherwise than in accordance with the instructions overleaf.
- Component hardware beyond the warranty period offered by the manufacturer.
- Mould growth on silicone
- Glass breakage
- Product that is not fully paid for
- Slight colour variations on metal finishes
- Glass bows and imperfections with tolerance according to Australian Standards AS2208-1996

Care of your Civic Product

Cleaning & Maintenance

Shower Screens:

We recommend using NFK Glass Cleaner. Follow directions as outlined on the product.

Alternatively, a 50/50 solution of white vinegar and water. Spray on your glass and leave for several minutes, then wipe down with a damp microfibre cloth. For best results rinse the shower screen with plain water when you're finished and dry using a rubber squeegee or soft dry cloth.

We recommend using a squeegee to wipe down your shower after every use to help reduce the build-up of soap-scum and mineral deposits.

Under no circumstances should harsh cleaners, alkaline solutions, blades, scrapers, abrasive or similar tools be used on any surfaces

Where there is a glass gusset brace / shelf installed, weight restriction of no more than 2kgs.

Mirrors:

We recommend using NFK Glass Cleaner. Follow directions as outlined on the product.

Alternatively, a 50/50 solution of white vinegar and water. Spray on your glass and leave for several minutes, then wipe down with a damp microfibre cloth. For best results rinse the shower screen with plain water when you're finished and dry using a rubber squeegee or soft dry cloth.

Under no circumstances should harsh cleaners, alkaline solutions, blades, scrapers, abrasive or similar tools be used on any surfaces

Sliding Robe Doors:

For mirrored insert robe doors, we recommend using NFK Glass Cleaner. Follow directions as outlined on the product.

For vinyl insert robe doors, these can be wiped down with a damp microfibre cloth

Ensure bottom robe tracks are kept clean and clear of any grit that can cause damage to the rollers

Under no circumstances should harsh cleaners, alkaline solutions, blades, scrapers, abrasive or similar tools be used on any surfaces

All products are manufactured and installed in accordance with Civic Shower Screens & Wardrobes' recommendations.

Kind Regards

Stefan Styles
Managing Director

This form is the approved form that must be used in accordance with sections 74 and 77 of the Building Regulation 2021 (appointed competent person statement that an aspect of work has been completed and complies with the building development approval).

Information about how to complete this form is in the Appendix at the end of the form.

1. Indicate the aspect of the building work

Examples of aspects of the stage of building work (and not limited to the examples provided below):

waterproofing, tiling, glazing, energy efficiency, emergency lights, exit signs, smoke detection, air-conditioning.

Aspect of building work (indicate the aspect)

Supply and Installation of; SHOWERSCREENS, MIRRORS, MIRRORING/GLASS ROBE DOORS.

2. Property description

The description must identify all land the subject of the application.

The lot and plan details (e.g. SP/RP) are shown on title documents or a rates notice.

If the plan is not registered by title, provide previous lot and plan details.

Street address	The Witton – 29 Finney Road		
	Suburb/locality	Indooroopilly	
State	Choose an item.	Postcode	4068
Lot and plan details (<i>attach list if necessary</i>)			
Lot 2 of RP107899			
Local government area the land is situated in			
Brisbane City Council			

3. Building/structure description

Building/structure description

The Witton – Residential Apartments and Car Park

Class of building/structure

Class 2 & 7A

4. Description of the extent of aspect/s certified

Clearly describe the extent of work covered by this certificate, i.e. all structural aspects of the steel roof beams and location i.e. what floors the work was on, the parts of a room.

Supply & Installation of; SHOWERSCREENS, MIRRORS, MIRRORRED/GLASS ROBE DOORS.

5. Basis of certification

Detail the basis for giving the certificate and the extent to which tests, specifications, rules, standards, codes of practice and other publications were relied upon.

- BCA Part 3.6 in lieu of B1.4 (h) AS/NZS 1170.2:2021 "Structural Designs Actions Code"
+ NCC 2022 VOL 1 & 2
- AS1288–2021 NCC 2022 Part 8.4"Glass Buildings – Selection& Installation"-AS/NZS 2208:1996"
- AS/NZS 5601.1:2022 "6mm Tempered Safety Glass in Building Code"
- AS 1170.4–2007 Earthquake Actions
- AS3740:2021 - Waterproofing of domestic wet areas

6. Reference documentation

Clearly identify any relevant documentation, e.g. numbered structural engineering plans.

[Empty box for reference documentation]

7. Building certifier reference number and building development approval number

Building certifier's name <i>(in full)</i>	Scott McGovern		
Building certifier reference number	202532	Building development approval number	A005772727

8. Details of appointed competent person

Name <i>(in full)</i>	LANCE STYLES		
Company name <i>(if applicable)</i>	CIVIC SHOWER SCREENS & WARDROBES		
Contact person	LANCE STYLES		
Business phone number	(07) 3441 7777	Mobile	0413 752 192
Email address	forms@civicscreens.com		
Postal address	PO BOX 6045		
		Suburb/locality	YATALA
State	QLD	Postcode	4207
Licence class or registration type <i>(if applicable)</i>	GLAZING/GLASS/ALUMINIUM		
Licence class or registration number <i>(if applicable)</i>	1155348		
Date request to inspect received from building certifier	Click or tap to enter a date.		

9. Signature of appointed competent person

Signature		Date	4/06/2024
-----------	---	------	-----------

LOCAL GOVERNMENT USE ONLY

Date received	Click or tap to enter a date.	Reference number/s	
---------------	-------------------------------	--------------------	--

Appendix – explanatory information

IMPORTANT NOTE: a competent person who knowingly or reasonably suspects the information they are giving to the building certifier is false or misleading, including the information contained in this certificate (Form 12), commits an offence and is liable to a maximum penalty of 100 penalty units.

When is this certificate needed? (section 10 of the *Building Act 1975* (Building Act) and sections 74 and 75 of Building Regulation 2021 (BR 2021).

When performing a building certification function, a building certifier may accept and rely on an **aspect inspection certificate** from an appointed competent person to satisfy themselves that an aspect of work has been completed and complies with the building development approval.

For a single detached class 1a building a building certifier can only accept this form for an aspect of work that is for

- boundary clearance if the appointed competent person (inspection) is a cadastral surveyor, and,
- the reinforcement of footing systems or formwork and reinforcement for a slab if the appointed competent person (inspection) is a registered professional engineer.

For further information about inspections for detached class 1a and 10 buildings or structures, refer to **Guidelines for inspection of class 1a and 10 buildings and structures**.

Who can sign this certificate (Form 12)? (Part 9, Division 2, Section 74 of the BR 2021)

A person assessed and appointed as a competent person (inspection) must complete the approved form (Form 12) and give it to the building certifier after they (1) inspect the aspect of work; and (2) are satisfied the aspect of work has been completed and complies with the building development approval.

Competent person (section 10 of the Building Act and Part 6 of the BR 2021)

A building certifier must assess and decide to appoint an individual as a competent person before they can, as a competent person, give inspection help or design-specification help. The building certifier is required to keep detailed records about what was considered when appointing a competent person.

A competent person cannot give inspection help to a building certifier until they have been appointed by the building certifier. For further information about assessment of someone as a competent person refer to the **Guideline for the assessment of competent persons**.

Inspection help (section 34 of the BR 2021)

A building certifier must be satisfied that an individual is competent to give the type of inspection help having regard to the individual's experience, qualifications and skills and if required by law to hold a licence or registration, that the individual is appropriately registered or licensed.

For further information about conducting inspections for class 2 to 9 buildings, refer to the **Guideline for inspection of class 2 to 9 buildings**.

How to complete this form

Section 1 – Aspect of building work

An aspect of building work means a component of a stage of the building work, for example water proofing. A stage of assessable building work (requires a building development approval) is a stage of the work, prescribed by regulation, that may be inspected, or stated in a building development approval by the relevant building certifier.

Section 2 – Property description

The property description must identify all the land the subject of the application. The lot and plan details (e.g. SP/RP) can be found on title documents or a rates notice. If the plan is not registered by title, provide previous lot and plan details.

Section 3 – Building / structure description

Describe the type of building or structures and provide the classification determined under the National Construction Code (NCC). The NCC can be accessed at the Australian Building Codes Board's website.

Section 4 – Describe the extent or location of the aspect work inspected

Clearly describe the extent of work covered by this certificate, i.e. all structural aspects of the steel roof beams and location i.e. what floors the work was on, the parts of a room.

Sections 5 – Basis for the certification and section 6 Reference documentation (section 77 of BR 2021)

The appointed competent person (inspection) must state the basis for giving the certificate (Form 12) including the extent to which the competent person has relied on tests, specifications, rules, standards, codes of practice or other publications to make their decision that the aspect of work has been completed and complies with the building development approval.

Under the regulation (section 76) the appointed competent person (inspection) may accept and rely on a certificate (Form 12) from another appointed competent person (inspection) without inspecting the work. Although this can only be done if the inspection was carried out in accordance with best industry practice.

Other relevant inspection / aspect forms

Aspect work – assessable building work: Form 43 – Aspect certificate (completed by a QBCC licensee) for aspect work for a single detached class 1a building and class 10 buildings and structures.

Aspect work not subject to a building development approval - accepted development (self-assessable): Form 30 – (completed by a QBCC licensee) given to either the builder or building owner of the building, stating the subject aspect work complies with the relevant provisions, standards and codes.

Stages of work: Form 16 – Inspection certificate (completed by a building certifier or competent person) for a stage of work.

Building design – specification: Form 15 – Compliance certificate for building design or specification (completed by the appointed competent person (design – specification)) - for an aspect of stating a building design – specification will, if installed or carried out to the detail under this Form will comply with the building assessment provisions.

For all other building forms and guidelines visit the [Business Queensland website](#).

PRIVACY NOTICE

The Department of Energy and Public Works is collecting personal information as required under the *Building Act 1975*. This information may be stored by the Department, and will be used for administration, compliance, statistical research and evaluation of building laws. Your personal information will be disclosed to other government agencies, local government authorities and third parties for purposes relating to administering and monitoring compliance with the *Building Act 1975*. Personal information will otherwise only be disclosed to third parties with your consent or unless authorised or required by law.