

The Mowbray

89 Lytton Road, East Brisbane, QLD, 4169

Operation and Maintenance Manual

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Section 1 Company Information

- *Civic Shower Screens & Wardrobes*
- *Contact Phone Numbers: Reception (07)3441 7777*
- *Email Address: reception@civicscreens.com*
- *Supplier details – As Above*

Section 2 Description of the Works

- *Installation of Shower Screens & Robe Doors*
- *Shower Screens – Semi Frameless glazed shower screen with integrated swing door. Fully sealed to ensure no water penetration to the external of shower enclosure*
- *Sliding Robe Doors unless specified as something else to be full height Finished polish silver, Mirror is vinyl back silver to AS1288-2006*

Section 3 Operation & Maintenance Procedures

- *As per Manufacturers Literature*

Section 4 Manufacturers Literature

- *Manufacturer's Care & Maintenance*

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- *Completed Form 15*
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- *As-Built Drawing Register*

October 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

MANUFACTURERS PRODUCT WARRANTY & GUARANTEE

Business Name: Mosaic Construction

Project: The Mowbray

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

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

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
General Manager

This form is the approved form that must be used in accordance with section 10 of the *Building Act 1975* and sections 73 and 77 of the *Building Regulation 2021* (Design-specification certificate) stating that an aspect of building work or specification will, if installed or carried out as stated in this form, comply with the building assessment provisions.

Additional explanatory information is included in the Appendix at the end of this form.

1. Property description

This section need only be completed if details of street address and property description are applicable.

E.g. in the case of (standard/generic) pool design/shell manufacture and/or patio and carport systems this section may not be applicable.

Where applicable, 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	89 Lytton Road		
	Suburb/locality	East Brisbane	
State	QLD	Postcode	4169
Lot and plan details (<i>attach list if necessary</i>)			
Lot 10 SP190165			
Local government area the land is situated in			
Brisbane City Council			

2. Description of aspect/s certified

Clearly describe the extent of work covered by this certificate, e.g. all structural aspects of the steel roof beams.

Design & Supply of; SHOWERSCREENS, MIRRORS, MIRRORED/GLASS ROBE DOORS.

3. 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.

Manufactured as per

- AS1288-2006 - 'Glass in buildings - Selection and installation'
- AS2047-2014 - 'Windows and external glazed doors in buildings'
- NCC 2019 Volume 2 Part 3.6

4. Reference documentation

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

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

5. Building certifier reference number and building development approval number

Building certifier reference number	00028963	Building development application number (if available)	A005978489
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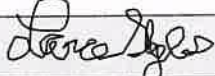
6. Appointed competent person details

Under Part 6 of the Building Regulation 2021 a person must be assessed as a competent for the type of work (design-specification) by the relevant building certifier.

Name (in full)	LANCE STYLES		
Company name (if applicable)	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 (if applicable)	GLAZING/GLASS/ALUMINIUM		
Licence or registration number (if applicable)	1155348		

7. Signature of appointed competent person

This certificate must be signed by the individual assessed and appointed by the building certifier as competent to give design-specification help.

Signature		Date	4/10/2024
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LOCAL GOVERNMENT USE ONLY

Date received	Click or tap to enter a date.	Reference number/s	
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Appendix – explanatory information

IMPORTANT NOTE: It is an offence for a competent person to give a building certifier a document, including this form, that the person knows or reasonably suspects, is false or misleading.

Who can complete this certificate? (section 10 of the *Building Act 1975* (Building Act) and 73 and 77 of the Building Regulation 2021 (BR 2021).

A building certifier can accept from a competent person (design-specification) a certificate stating that the competent person has assessed the building design or specification for the aspect of building work, and it will, if installed or carried out under the certificate, comply with the building assessment provisions, including any relevant standards and codes.

Schedule 10 of the BR 2021 defines *building design or specification* as any material, system, method of building or other thing related to the design of or specifications for building work.

When completing the certificate, a competent person is required under section 77 of the BR 2021 to include the basis for giving the certificate and state the extent to which the competent person has relied on tests, specifications, rules, standards, codes of practice or other publications.

What is the purpose of this form? (section 10 of the Building Act and sections 73 and 77 of the BR 2021)

The information in this form informs the building certifier's decision making when they are assessing a building development application, issuing the building development approval for the building work the subject of the certificate (form) and when amending the building development approval due to the receipt of updated aspect information such as glazing or truss specifications or revised excavation drawings.

Can a manufacturer or supplier give this Form 15?

A building certifier can accept this form from a manufacturer or supplier who the certifier has decided is a competent person (design-specification).

A manufacturer or supplier of building materials can give this form if they have undertaken the design component for the product. For example a window manufacturer who designs, constructs and supplies the windows to industry could give this form.

Competent person (section 10 of the *Building Act 1975* 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 accept design-specification help.

When deciding whether a person can be a competent person, the building certifier must assess the person having regard to their experience, qualifications and skills and ensure the person holds a licence or registration if required.

The building certifier is required to keep detailed records about what was considered when appointing a competent person.

For further information about assessment of someone as a competent person refer to the **Guideline for the assessment of competent persons**.

What is required if a manufacturer or supplier did not do the design work for the product?

A manufacturer or supplier who is not part of the design process may give the construction contractor, builder, competent person or the building certifier evidence of suitability such as a product technical statement under Part A5 of the Building Code of Australia (BCA), for an aspect or material stating that it is compliant with the relevant reference documents in the BCA i.e. the applicable Australian Standard/s.

What if there is not enough space for all the supporting material/documents?

Items 2, 3 and 4 requires the competent person to clearly identify the extent of the assessment that was undertaken for aspect/s of work identified in this form.

For instance, there is provision for material such as specifications, standards, codes or other relevant publications to be referenced in the form. However, if the space in the form is not sufficient to accommodate all of this material, you can create and refer to additional material in an addendum or attachment to the form.

The form is the Microsoft Word version, that you can download and edited to include additional material in the relevant parts of the form. **Note:** that editing the form in the Microsoft Word version may cause the relevant boxes to expand and increase the length of the document. This is acceptable and does not change the approved form, provided the section text (description on the left-hand side of the page) is not altered.

Appointed competent person (design-specification) – (sections 34 and 36 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 design-specification help. The building certifier is required to keep detailed records about what was considered when appointing a competent person.

A building certifier must be satisfied that an individual is competent to give the type of 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.

An individual is appointed as competent to give design-specification help on or from a particular day.

For further information about assessment of someone as a competent person refer to the **Guideline for the assessment of competent persons**.

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.

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, MIRRORED/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 89 Lytton Road

Suburb/locality East Brisbane

State QLD

Postcode 4169

Lot and plan details (attach list if necessary)

Lot 10 SP190165

Local government area the land is situated in

Brisbane City Council

3. Building/structure description

Building/structure description

New Construction of Unit Building
New Construction of Carpark
New Construction of Shops
New Construction of Swimming Pool & Pool Fence

Class of building/structure

2, 7a, 6, 10b

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, MIRRORED/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.

Manufactured as per

- AS1288-2006 - 'Glass in buildings - Selection and installation'
- AS2047-2014 - 'Windows and external glazed doors in buildings'
- NCC 2019 Volume 2 Part 3.6

6. Reference documentation

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

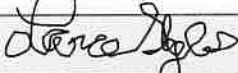
7. Building certifier reference number and building development approval number

Building certifier's name (in full)	Building Certification Consultants		
Building certifier reference number	00028963	Building development approval number	A005978489

8. Details of appointed competent person

Name (in full)	LANCE STYLES		
Company name (if applicable)	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 (if applicable)	GLAZING/GLASS/ALUMINIUM		
Licence class or registration number (if applicable)	1155348		
Date request to inspect received from building certifier	Click or tap to enter a date.		

9. Signature of appointed competent person

Signature		Date	4/10/2024
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LOCAL GOVERNMENT USE ONLY

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

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