

CONTRACTORS AGREEMENT WITH C. F. STRATA MANAGEMENT

The purpose of this agreement is to provide clear guideline as to what is expected by C F Strata Management in relation to services provided by contractors / tradesman to our Clients.

The agreement is between R D Wedd Pty Ltd Trading as **C F STRATA MANAGEMENT**

ABN 58 002 429 183 and the contractor being.....

WHAT IS REQUIRED OF OUR PREFERRED CONTRACTORS / TRADESMEN.

1. Present themselves in a clean and tidy manner.
2. Conduct themselves in a polite and professional manner.
3. Contact the client promptly within **48hrs** and advise C. F. Strata Management if there has been a delay in contacting the client.
4. Complete approved works in reasonable time frame. Keep the client informed of all time frames and any changes to the time frames.
5. Notify C F Strata Management if there is Any Difficulty in contacting Owners / Tenants and or arranging for access to the property, and reasons for same.
6. Quotations are to provide sufficient details and description of the proposed works.
7. Attend to **urgent works** requested as a matter of urgency, within say **3 hours**, unless otherwise stated.
8. Provide services / work at a fair and responsible price.
9. Provide detailed and descriptive tax invoices.
10. Provide required information to Trades Monitor.
11. Provide up to date contact details to C F Strata management.
12. Inform C. F. Strata Management in writing if you believe that the building may have items that may contain asbestos, that impact in any way on the requested quotation or works.
13. If the contractor has to access that the Common Property and is not safe to carry out the requested works, the works are NOT to be carried out and our office is to be Notified in writing asap
14. That if the work area is not safe to carry out the requested works., the works are not to be carried out and our office is to be Notified in writing asap
15. That the contractor is NOT to carry out any works in a manner that could be deemed unsafe and or in breach of OH & S
16. The Contractor **will** ensure that they are OH & S compliant and that any and all sub-contractors they may use are also compliant to a minimum of AS 4801 or as maybe required. Make any sub-contractors that may be used aware of this agreement and all its requirements on them, including in relation to OH & S.
17. Carry out and complete a safety work method statement or similar for each job given by C F Strata Management & Wedd Realty and provide a copy of same within 48 hours upon request from C F Strata Management and or Wedd Realty

18. Advise our office in **writing** if you require any further information or the like to carry out complete in full the requested works / quotation / report, in a safe manner in accordance with relevant requirements / regulations
19. That if you as the contractor do **NOT** accept the above you will **not** proceed with the requested works / quotation / report and will inform our office in **writing** as a matter of urgency.

C. F. STRATA MANAGEMENT WILL:

1. Provide the contractor with a job order that provides sufficient information in relation to the requested work order or quotation required.
2. Provide as much information as available for contact details.
3. Clearly advise the contractor of urgent works.
4. Assist the contractor should there be a problem with contacting the contact person.
5. Be available to provide instructions to the contractor as maybe required and as required seek instructions from the Executive Committee.
6. Make payment to contractors within a reasonable frame, upon approval from the Executive Committee as may be required.
7. Liaise with the Executive Committee regarding outstanding payments.
8. Place the contractor on our preferred tradesperson list used by our office.
9. Place the appropriate contractors on our preferred Emergency Trades Person list which is displayed in our office window and on our website, and sent to our Strata Plans twice a year.
10. Liaise with Trades Monitor as required.
11. Request updated contact information from the contractors for our preferred tradesperson list.
12. Will require all contractors to carry out works in a safe manner and in accordance with relevant requirements / regulations including OH & S.
13. C F Strata Management and its employees will NO way seek any commissions / kick backs from contractor / tradespersons.

Signed in Agreement

X _____

Scott McInness
for and behalf of R D Wedd Pty Ltd T/As C. F. Strata Management & Wedd Realty

And

X _____

Contractor

Name:.....

For and on behalf of

Phone no: