



FACILITIES MANUAL

68-72 Kingsford Smith Street
Lyall Bay
Wellington 6022


LLOYD RICHARDSON LIMITED
PROPERTY MANAGEMENT

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FM MANUAL DOCUMENT CONTROL:

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Version	Release Date	Content
1.0	16 Sept 2024	First release
2.0	17 Oct 2024	- Advice on 4-point door lock operation to ensure weathertightness (<i>added-in content</i>). - Advice on lubricating front door locks, latches, bolts (<i>added-in content</i>). - Structural Alterations to a Unit (<i>new section</i>). - Heat Pump or Mechanical Plant (HVAC) Installation Guidelines (<i>new section</i>). - Front Door Warranty, Repairs & Maintenance (<i>new section</i>).
3.0	29 Nov 2024	Hinge Doors Lubrication Guide (<i>new section</i>).

Facilities Management:

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Property Manager / **Emergency & After Hours Contact**

Lloyd Richardson Limited

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Sean Mulholland

Director

Lloyd Richardson Limited

E: seanm@flick.co.nz

Body Corporate Manager:

Strata Title Administration Ltd

Body Corporate Number: BC582203

OCCUPIER CONTACTS LIST:

The Body Corp Manager maintains a contacts list and all owners/occupiers/tenants are required to provide up-to-date details by email to: bc@stratatitle.co.nz

DESCRIPTION / BACKGROUND

The complex is a series of four buildings that were constructed under Building consent applied for in April 2021 issued for the Demolition of Existing Buildings and Construction of New Multi-Unit Commercial Block. CCC issued by Wellington City Council for consent number SR489417 dated 11 April 2023.

Zoned WCC Business Area 1.

NZ building code clause B2 Durability purposes (which starts from the time of the issue of the CCC).

The buildings consist of four separate blocks in total comprising 56 light commercial / retail / office units set on flat sandy ground but is located within meters of Lyall Bay beach which places it in exposure zone D as set out in NZS 3604 – coastal environment.



There is no residential accommodation, and all blocks are linked into a complex by way of landscaped common areas which includes sealed access and car parking.

They are single storied buildings but are high enough to be fitted with a single mezzanine floor level.

Designs vary depending on location and intended use – retail, office or light commercial.

Each unit forms an individual fire cell, and the entire block is protected by a reticulated sprinkler system and fire alarm.

The buildings are constructed on a concrete slab and comprise Rockcoat textured concrete block construction with fibre-cement sheet on timber frames inserts and interior unpainted concrete block walls.

Cladding on non-boundary walls is a painted fibre-cement sheet (James Hardies Exotec) on a cavity with a rigid air barrier behind set on timber frames.

The steel roof (Coloursteel Maxx) and external steel gutters are low pitched and sit on steel purlins some of which have eaves supported by timber posts. Clear panel roof sheets are also fitted.

Light commercial units include high access steel roller doors with insert single door access or units with separate side access doors and fixed glazing whilst retail units include shop front type glazed joinery with double opening doors.

Architectural Plans

[\[Approved Stamped Plans click here\]](#)

DEVELOPMENT GROUP

Developer:

Gibbons Co / Rongotai Investments Ltd

Architecture:

Designgroup Stapleton Elliot

Engineer:

Spencer Holmes Ltd

Main Construction:

Wallace Building Contractors Ltd

BUILDING MAINTENANCE BY UNIT OWNERS (ESSENTIAL & REQUIRED)

The complex is located in close proximity to a coastal environment which can include spectacular calm sunny days, but also wild stormy weather with sand and sea spray within 50 metres of the buildings.

The Body Corporate has a regime of regular washing of the buildings, joinery and exterior, but it is advisable from a complex durability and presentation point of view that owners undertake further maintenance and care of their own units by doing the following:

1 Regularly washing down their **exterior aluminum window and door joinery** with warm soapy water and a soft brush, thoroughly rinsing off with fresh water, to remove salty deposits. Recommended frequency monthly or ideally after any strong southerlies.

Please note that it is important to engage the 4 point locks on the entrance door lever handle **to ensure weathertightness** by lifting the handle upwards to engage the locking points.

Uno Windows & Doors Care & Maintenance Guide [\[Uno click here\]](#)

2 Checking and clearing the **drain holes in the joinery, door jams**, etc to allow water to drain by washing away sand build up. Recommended frequency monthly.

3 Lubricating **key locks and window hinges and latches**. Use WD-40 Specialist High Performance Silicone Lubricant available from most hardware outlets. Lubricate, **monthly**, the door lock cylinder, hinges, grooves and top & bottom bolt rods.

See **LUBRICATION GUIDE – HINGE DOORS** section on page 13 of this Manual



4 **Steel roller doors** – Wash down door sections every few weeks using a proprietary soap and water mixture. Clear guide channels of debris build up daily, simple brushing will suffice. Heavy industrial cleaners nor sand blasting should **not** be used.

Gildeaway Roller Door O & M Manual

[\[Gildeaway click here\]](#)

5 Regularly checking and clearing **the construction gap between the concrete pad and window/door joinery** at the front of your unit of sand and other deposits. This is to avoid build up which could eventually allow water to sneak into the front of your unit.



“Construction Gap” - cleared and clean

BUILDING

Plumbing

Plumbing for blocks A, B, C, D

Laser Plumbing (build contractor)

Electrical

Electrical for blocks A, B, C, D

Turn You On Electrical (build contractor)

Roofing

Metcom 7 Coloursteel Maxx

RoofClad Wellington (build contractor)

Flooring

Unit specific, occupier responsibility

Window Joinery

External single glazing glass

Viridian Glass (build contractor)

Wellington Glass & Mirror for repairs

Windows and Doors

Uno Windows & Doors

(Refer separate sections in this manual regarding door warranty, maintenance and lubrication guide)

Roller Doors

Gildeaway Doors (build contractor)

Owner responsibility to maintain, service, replace.

Keys and Locks

Regular maintenance by occupier due to coastal location

Occupiers should consider providing a key copy to the Body Corporate

Cleaning Wash Downs

FM contract in place but occupiers are referred to the essential guidance given in the Building Maintenance section of this manual.

Toilet Extract Fans

Vynco In-line Fan 150mm 36E 92l/s

Turn You On Electrical (build contractor)

Occupiers to keep internal fan grilles clear and clean

Pest Control

Unit specific, occupier responsibility

SITE

Carparking Unit Occupiers

Owner/occupiers to manage own parks and can have Karpark app based carparking system manage and police their carpark at no cost, refer Karpark T&Cs on the entry signage.

Carparking Visitor and Mobility

Report any continuing infringement to Facilities Management

Signage Board

Cost of any changes to be met by occupier

Report any damage to Facilities Management

Landscaping, Grounds & Drains Maintenance

FM contract in place but occupiers should be vigilant with any issues around their unit

Stormwater and Sewer

Site drainlaying

SOA Plumbing (build contractor)

Waste Management

Rubbish enclosure with landfill and recycling bins in the NW corner of the complex adjoining units 13 & 14. Collection days Mon/Wed/Fri each week.

No household rubbish and fines are in place for contaminating recycling.

Report violations to Facilities Management.

Graffiti

Report to Facilities Management

UTILITIES

Electricity and Metering

Each unit has their own distribution board and meter typically located at the back of the mezzanine stairs.

Embedded Network

The Body Corporate has contracted TENCO as the embedded network service provider.

An embedded network is an electricity market construct that enables a property owner to earn a return on the electricity within the development by bulk purchasing line charges from the local network company, whilst charging the electricity retail companies operating within the network the published charges.

SECURITY

Alarms and Monitoring

Unit specific, occupier responsibility.

FIRE PROTECTION

Type 6 Automatic Fire Sprinkler System with Type 2 Manual Call Points.

Combined system and activation of sprinklers will automatically activate the audible alerting sounders.

[\[Fire Engineers Report link click here\]](#)

FIRE EVACUATION SCHEME

A scheme has been prepared by FireLink and approved by Fire & Emergency (FENZ).

[\[Firelink Trial Evacuation Scheme click here\]](#)

Trial Evacuations are carried out every 6-months by FireLink. Please familiarize yourself with the procedures set out in the scheme (link above) to ensure safe evacuations.

The scheme also has a Personal Emergency Evacuation Plan template that should be completed by an employer who has staff on site that may require assistance to evacuate. All of the instructions on how to complete the form is included in the scheme.

INSURANCE

Body Corporate holds insurance that covers building structure and fittings.

Unit Holders should get their own cover for all contents and tenant fitout and recommend to their tenants that they also get their own appropriate insurance cover.

STRUCTURAL ALTERATIONS TO A UNIT

Before you make any alterations to your unit, please contact Strata. Whatever changes you are making, either large or small, the Body Corporate and possibly its insurer need to know your intentions before you start the work (*continued next page*).

Unit Holders will be responsible for organizing any building consents and retaining consultants to investigate if there is any structural impact on the building. Approval to proceed may then be granted by the Body Corporate on the condition that you are responsible for the costs involved. You may also need to obtain contract works insurance.

To minimize the impact on other occupants, the hours of work will need to be agreed on. Reputable tradespeople must also be used. An inspection by the facilities manager and any other regulatory bodies may need to be completed.

HEAT PUMP OR MECHANICAL PLANT (HVAC) INSTALLATION GUIDELINES

If an owner wishes to install a heat pump or any other HVAC item that requires the external walls or roof to be penetrated, for example a flue or extract system, a written request must be made to the Body Corporate via Strata.

When making an installation request, certain supporting information and documentation is needed by the Body Corporate.

There are three key documents to be followed:

LBJ Heat Pump and Mechanical Plant Installation Guidelines

[\[LBJ Installation Guidelines click here\]](#)

ECCA Heat Pump Installation Good Practice Guide

[\[Good Practice Guide click here\]](#)

Site Safe Site-Specific Safety Plan

[\[Site Safe Green Agreement click here\]](#)

FRONT DOOR WARRANTY, REPAIRS & MAINTENANCE

The door and window warranty by UNO runs until January 2025.

For warranty repairs, contact:

Reagan Thomas

Project Manager

Uno Windows & Doors

+64 6 272 9080

reagan@unowindows.co.nz

After the warranty period and for regular ongoing maintenance/lubrication or seized locks, contact:

Jon Johnston

About Aluminum Ltd

M: 027 815 5676

T: 04 902 1556

E: jj@al13.nz

See LUBRICATION GUIDE – HINGE DOORS on following page

Proper lubrication of your aluminium door's components is essential for smooth operation and longevity. Regular maintenance helps prevent wear and ensures reliable performance.

Cleaning: before lubricating, vacuum all the dust, sand and other debris from the Frame and Panels.

Lubrication Points

- A-Top Rod in Euro Groove
- B-Bottom Rod in Euro Groove
- C-Cylinder
- D-Hinges (Apply lubricant to all Hinges)
- E-French Lock

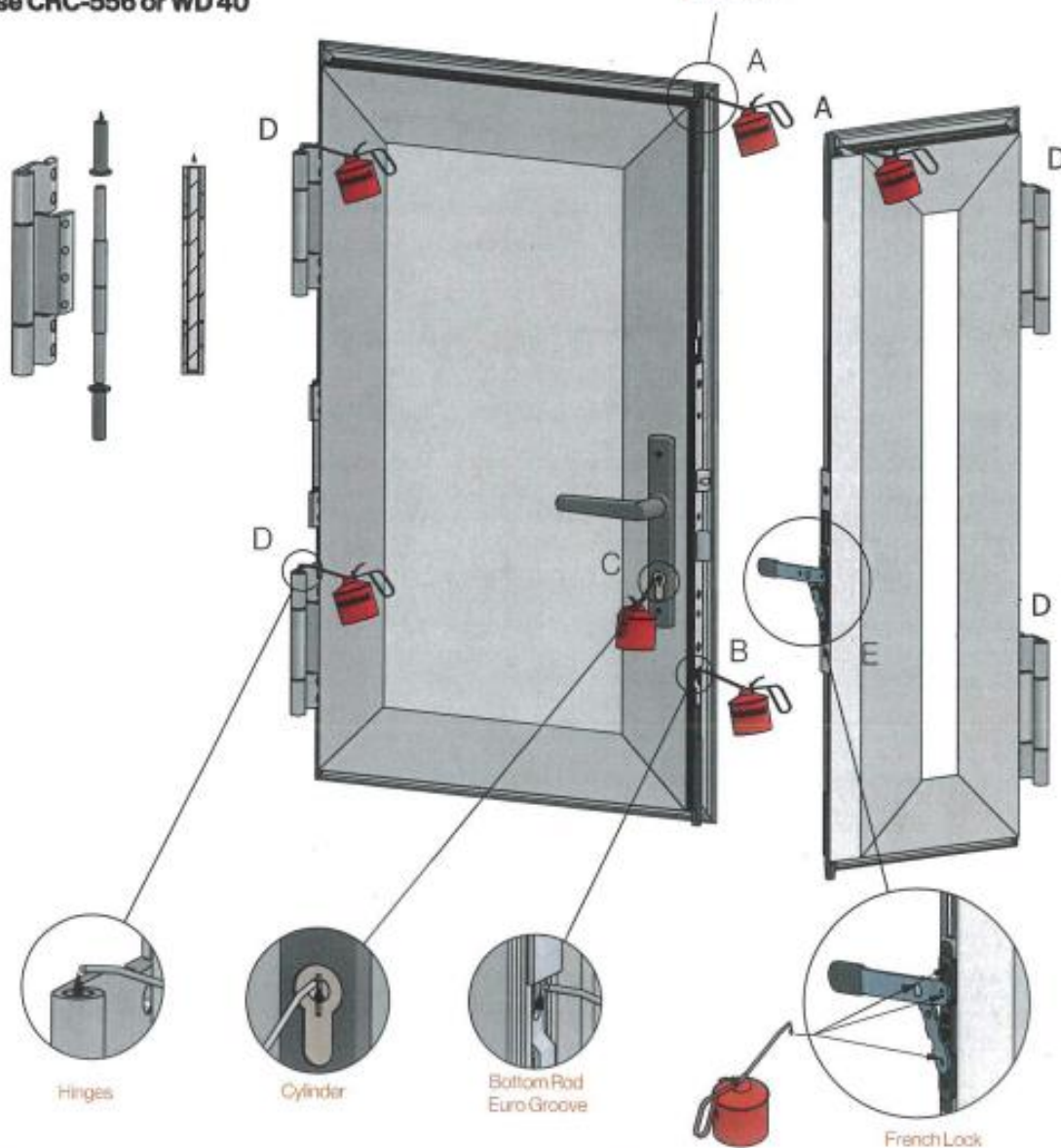
***Use CRC-556 or WD 40**



Front View



Top Rod
Euro Groove





DISCLOSURE STATEMENT

1. The following information has been supplied to Capital Commercial (2013) Limited ("Bayleys") to be made available for distribution on the vendor's behalf to potential purchasers to assist purchasers with their due diligence and to use at the purchaser's discretion.
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