
Handy Tips & Questions to ask your current Building Manager

Can you show me the Contractor Register and their Site Induction records?

Provide proof that you have collected the Contractor insurance details i.e. Certificate of Currency etc.

Where are the main isolation points for gas, hot and cold water, sprinkler and hydrant water and electricity?

Where is the isolation point for each apartment?

Do we have tempering valves and if so where are they?

Where are our RPZD valves (backflow devices)? Are they registered and certified?

Have you documented the critical shut down points and physically shown the location of each point to the onsite representative or Sub Committee member?

Where are the Manuals for our assets and services?

Please show us our preventative maintenance schedule.

Through the Building Management System, demonstrate good record keeping of daily issues that have arisen.

Can you take me on a tour of our building and demonstrate how you conduct the weekly building inspection report?

Ask them to provide a detailed building manager's report each month, then ask a few questions on a particular job to confirm they are up to date.

After the first year of their appointment, ask them to see the buildings Operations Manual, check for procedures.