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THE  
BUILDING  
MANAGEMENT  
COMPANY



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## **BUILDING MANAGEMENT**



Are you looking for a professional Building Manager that is proactive and passionate about maintaining your property? We know the importance of honest and clear communication to deliver the most innovative, efficient and effective service for the entire lifecycle of each and every task.

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## ASSET MANAGEMENT

- MULTI-STOREY RESIDENTIAL STRATA BUILDINGS
- COMMERCIAL AND OFFICE BUILDINGS
- RETAIL CENTRES

LUNA provides strategic and tactical maintenance programmes to ensure optimal operations of all plant and equipment. Creating an asset register has significant features which include allocating building assets to the balance sheet and knowing what assets and trades are required to maintain, repair and replace components.

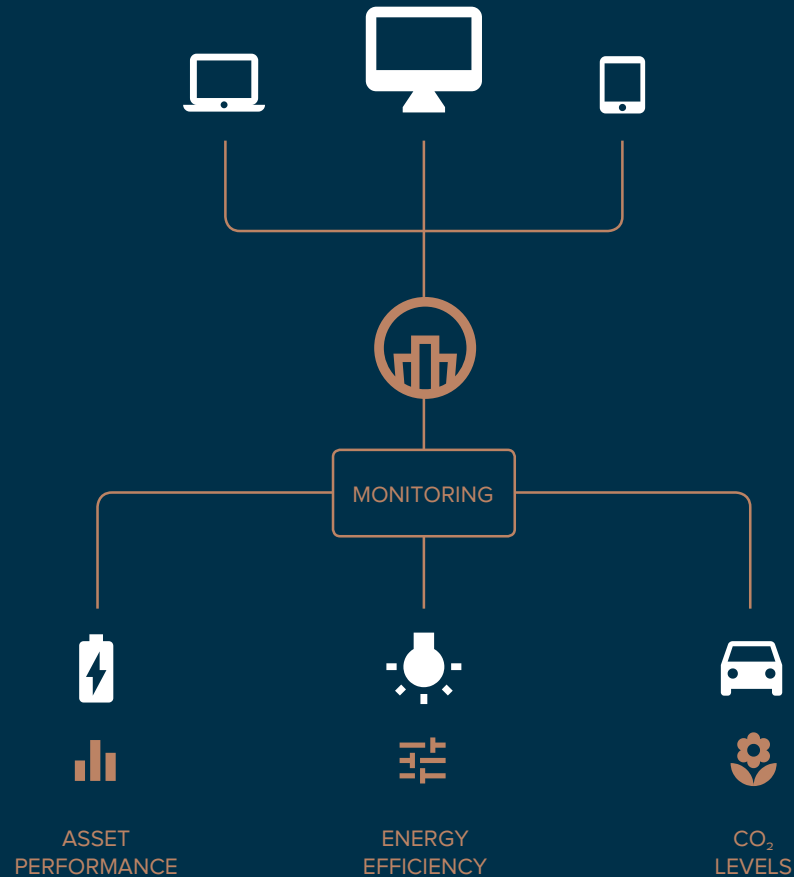
We understand the regulatory compliance and operations of a building to create an optimal, safe and affordable environment.

LUNA employ industry best Building Managers who take ownership of their developments whether it's part-time or full-time. No development is too big or small to ensuring the common thread of our commitment to service.

- Asset management (Lifts, mechanical, electrical, plumbing services, etc.)
- Essential services provision (AFSS, fire systems, etc)
- Health & Safety (Risk management, WHS, etc)
- Access and egress
- Building repairs and maintenance
- Cleaning and general maintenance
- Contract and contractor management
- Energy and water management
- Gardening and grounds maintenance
- Monitoring of pools, spas and saunas (e.g. water filtration, pumps etc)
- Maintaining security for property occupants and assets
- Record keeping (reporting, legal requirements, monitoring, etc)
- Responding to complaints and suggestions
- Increase comfort and amenity for facility users
- Concierge, mail and other 'soft' services
- Reducing asset life cycle costs
- Enhance the building's identity and image
- Improving building performance
- Space management (e.g. effective utilisation of space)
- Implementation of sustainability projects
- Building Code and Regulatory Compliance
- Undertaking large capital projects (e.g. defect work)
- Stakeholder engagement
- Waste management

## BUILDING MANAGEMENT SYSTEM (BMS)

We use a powerful BMS that ensures the best opportunity to develop tailored solutions for managing your property. It is designed to allow Building Managers to manage effectively the buildings most valuable asset and, in turn, ensure the value and quality are sustained.





Our unique BMS also provides a private, amenity-rich web portal that includes updated information about your property, community and neighbourhood. Additionally, owners and occupants can interact with the Building Managers enabling the logging of required repairs, parcel request, work orders and bookings. You will have complete coverage and tracking of all activities on site including any defect work.

**THE BMS INCLUDES:**

- Asset Register
- Inventory Register
- An Advanced Maintenance Module
- Key Register
- Knowledge base Articles (agreements, strata rules, manuals)
- Work Order and Invoice Tracking
- Approved Contractor List
- Community Portal

Being a cloud based system, all documentation is backed up which upholds any disaster recovery requirements.

Through our BMS, we produce clear, concise and detailed monthly reports that outline the buildings activities, corrective maintenance and incidences. With our reports, we include the annual maintenance schedule illustrating the completion of the various serviceable assets.

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## SUSTAINABILITY AND SAFETY

### OUR PLANET AND SUSTAINABILITY

With greater social responsibility for our future, we know the negative impact buildings and people can cause. We stand proud of our environmental policy and our commitment to moving towards the creation of green buildings.

Defined by the Green Building Council of Australia, green buildings incorporates design, construction and operational systems that significantly reduce its negative impact on the environment and its occupants. When implemented well, it also creates healthier spaces for people to work and live.



### WORK HEALTH AND SAFETY

We lead with safety so that all people who step onto your development are safe and protected from potential hazards. We include active management and the provision of training contractors, so they understand and adhere to safety and environmental requirements when performing work.

Owners and occupants are regularly updated on proposed safety initiatives or changes, the reasons behind them, and the implementation of any specific requirements.



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## DECLARATION OF INTENT

LUNA The Building Management Company is made up of a diverse team with different perspectives but we are united in our passion for Building Management and in making a positive difference to your property and community. At LUNA we believe in the power of people. We believe that placing the right people, in the right place, at the right time, helps us make a difference to people's work spaces, home places and lives.



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