**OpsChase - job pack**

# Sample site-week pack - childcare

Scope: One centre, one week - Riverbend Early Learning
Period: 16 - 22 March 2026
Prepared for: Riverbend Early Learning - regional facilities
Prepared: 23 March 2026, 08:10 AEDT

Sample pack built from example data so you can see the shape of the export. In a live account every line comes from the work order record itself.

## WO-91042 - Pedestrian gate will not latch - toddler yard

Riverbend Early Learning - Toddler yard, north gate - Grounds and fencing
Contractor: Northshore Playground Services Pty Ltd
Raised 18 March 2026, 06:12 - attend by 18 March 2026, 08:12 (2h attend)
Attended 18 March 2026, 07:04 - completed with proof 18 March 2026, 07:48

### Contractors contacted, and when they confirmed

18 March 2026, 06:12 - Portal - Nominated supervisor (Riverbend) - Job raised before families arrive - gate must latch for toddler yard opening.
18 March 2026, 06:13 - Email - OpsChase - Assignment sent to Northshore Playground Services with a 2 hour attend expectation.
18 March 2026, 06:29 - SMS - OpsChase - First reminder - no confirmation after 16 minutes.
18 March 2026, 06:41 - Portal - Liam Okonkwo (Northshore Playground Services) - Confirmed and on site before 07:15.
18 March 2026, 07:04 - Portal - Liam Okonkwo (Northshore Playground Services) - Marked on site. Attend met with 1h 8m to spare.
18 March 2026, 07:48 - Portal - Liam Okonkwo (Northshore Playground Services) - Latch replaced, gate tested, photos uploaded. Nominated supervisor sign-off captured.

### Proof of done

Photo: Before - misaligned latch plate - 18 March 2026, 07:12, Liam Okonkwo (Northshore Playground Services) (proof/wo-91042-before-latch.jpg)
Photo: After - gate latching and self-closing test - 18 March 2026, 07:38, Liam Okonkwo (Northshore Playground Services) (proof/wo-91042-after-gate.jpg)
Sign-off: Nominated supervisor sign-off - yard cleared for opening - 18 March 2026, 07:48, Sana Rahman (Nominated supervisor) (proof/wo-91042-signoff.png)

## WO-90988 - Room air conditioning not cooling - preschool room 2

Riverbend Early Learning - Preschool room 2 plant - Mechanical
Contractor: Harbourline HVAC Pty Ltd
Raised 17 March 2026, 11:05 - attend by 17 March 2026, 15:05 (4h attend)
Attended 17 March 2026, 13:22 - completed with proof 17 March 2026, 14:57

### Contractors contacted, and when they confirmed

17 March 2026, 11:05 - Portal - Centre director (Riverbend) - Raised during session - room temperature above the safe range.
17 March 2026, 11:06 - Email - OpsChase - Assignment sent to Harbourline HVAC with proof template for refrigerant work.

17 March 2026, 12:48 - Portal - Dean Whitlock (Harbourline HVAC) - Confirmed and booked for early afternoon.
17 March 2026, 13:22 - Portal - Dean Whitlock (Harbourline HVAC) - Marked on site during nap window.
17 March 2026, 14:57 - Portal - Dean Whitlock (Harbourline HVAC) - Filter and coil service completed; temperature log uploaded.

### Proof of done

Document: Return air temperature log - before and after - 17 March 2026, 14:50, Dean Whitlock (Harbourline HVAC) (proof/wo-90988-temp-log.pdf)
Photo: After - unit service label and filter change - 17 March 2026, 14:44, Dean Whitlock (Harbourline HVAC) (proof/wo-90988-after-service.jpg)

## Contractor details on file

Northshore Playground Services Pty Ltd - Public liability insurance ($20m): Certificate of currency on file for the contractor firm.
Northshore Playground Services Pty Ltd - Workers compensation: Policy schedule on file.
Liam Okonkwo - Working with Children Check (NSW): Details on file for the team to check before work while children may be present.
Liam Okonkwo - Site induction - Riverbend Early Learning: Induction completed before first dispatch to this centre.
Harbourline HVAC Pty Ltd - Public liability insurance ($20m): Certificate of currency on file.
Dean Whitlock - Refrigerant handling licence: Licence details on file for the team to check before booking.
Dean Whitlock - Blue Card (QLD) - recorded for multi-state book: OpsChase does not issue Blue Cards; details on file for centres that require it.