**OpsChase - job pack**

# Sample job pack - strata

Scope: One job - basement booster failure, Harbourview Owners Corporation SP 48291
Period: 19 March 2026
Prepared for: Harbourview Owners Corporation SP 48291 - strata manager file
Prepared: 19 March 2026, 16:20 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-120884 - No pressure - basement booster set

Harbourview Owners Corporation SP 48291 - Basement plant room B2 - Plumbing
Contractor: Harbourline Plumbing Pty Ltd
Raised 19 March 2026, 07:18 - attend by 19 March 2026, 11:18 (4h attend)
Attended 19 March 2026, 09:02 - completed with proof 19 March 2026, 15:44

### Contractors contacted, and when they confirmed

19 March 2026, 07:18 - Portal - Building manager (Harbourview) - Job raised on common property - upper floors losing pressure before peak shower time.
19 March 2026, 07:19 - Email - OpsChase - Assignment sent to Harbourline Plumbing with a 4 hour attend expectation on common property.
19 March 2026, 07:41 - SMS - OpsChase - First follow-up - no confirmation after 22 minutes.
19 March 2026, 08:05 - Portal - Dean Whitlock (Harbourline Plumbing) - Confirmed attendance before 10:00.
19 March 2026, 09:02 - Portal - Dean Whitlock (Harbourline Plumbing) - Marked on site in plant room. Attend met with 2h 16m to spare.
19 March 2026, 14:10 - SMS - OpsChase - Follow-up for proof - on site 5 hours with service record not yet uploaded.
19 March 2026, 15:44 - Portal - Dean Whitlock (Harbourline Plumbing) - Pump controller replaced, pressure restored, photos and service record uploaded. Building manager sign-off captured.

### Proof of done

Photo: Before - failed booster controller readout - 19 March 2026, 09:18, Dean Whitlock (Harbourline Plumbing) (proof/wo-120884-before-controller.jpg)
Photo: After - controller commissioned and labelled - 19 March 2026, 15:30, Dean Whitlock (Harbourline Plumbing) (proof/wo-120884-after-controller.jpg)
Document: Booster set service record - 19 March 2026, 15:38, Dean Whitlock (Harbourline Plumbing) (proof/wo-120884-service-record.pdf)
Sign-off: Building manager sign-off - pressure restored - 19 March 2026, 15:44, Angela Brett (Building manager) (proof/wo-120884-signoff.png)

## Contractor details on file

Harbourline Plumbing Pty Ltd - Public liability insurance ($20m): Certificate of currency on file for the contractor firm.
Harbourline Plumbing Pty Ltd - Workers compensation: Policy schedule on file.
Dean Whitlock - Plumbing licence (NSW): Licence details on file for the team to check before booking.
Dean Whitlock - Scheme induction - Harbourview SP 48291: Induction completed before first dispatch to this scheme.