OpsChase - job pack

Sample scheme-week pack - strata

Scope: One scheme, one week - Harbourview Owners Corporation SP 48291
Period: 17 - 23 March 2026
Prepared for: Harbourview Owners Corporation SP 48291 - committee papers
Prepared: 24 March 2026, 08:15 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)

WO-120801 - Fire indicator panel fault - common property lobby

Harbourview Owners Corporation SP 48291 - Ground floor fire indicator panel - Fire services
Contractor: Redgum Fire Protection
Raised 20 March 2026, 06:52 - attend by 20 March 2026, 08:52 (2h attend)
Attended 20 March 2026, 08:11 - completed with proof 20 March 2026, 09:48

Contractors contacted, and when they confirmed

20 March 2026, 06:52 - Portal - Building manager (Harbourview) - Raised after overnight fault signal on common property FIP.
20 March 2026, 06:53 - Email - OpsChase - Assignment sent to Redgum Fire Protection with proof template.
20 March 2026, 07:28 - Portal - Marco Feliciano (Redgum Fire Protection) - Confirmed and en route.
20 March 2026, 08:11 - Portal - Marco Feliciano (Redgum Fire Protection) - Marked on site. Attend met with 41m to spare.
20 March 2026, 09:48 - Portal - Marco Feliciano (Redgum Fire Protection) - Zone cleared, test record uploaded, strata manager notified.

Proof of done

Document: FIP test and fault clearance record - 20 March 2026, 09:42, Marco Feliciano (Redgum Fire Protection) (proof/wo-120801-fip-record.pdf)
Photo: After - panel normal status photo - 20 March 2026, 09:44, Marco Feliciano (Redgum Fire Protection) (proof/wo-120801-panel-normal.jpg)

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.
Redgum Fire Protection - Public liability insurance ($20m): Certificate of currency on file.
Marco Feliciano - Fire protection accreditation (FPAS): Accreditation details on file for the team to check before booking.