



## Detailed Windows Inspection

49 Sample Road Melbourne VIC 3122

- ✓ 30+ Years' Experience In Reporting Services
- ✓ Our Quality Reports Make Roscon The Number #1 Choice
- ✓ We conduct onsite audits including photos, not desktop audits
- ✓ ISO 9001 Accredited Systems & Procedures
- ✓ Member - MBAV Platinum Master Builder (5630)
- ✓ Member - Strata Community Australia
- ✓ Member - Australian Institute of Project Management

## Roscon Property Services

Roscon Property Services is the first property services provider to introduce central streamlined systems integrating property maintenance and quality controlled reporting services accredited by International Certifications, dedicated to support Owners Corporation managers.

Since 1987 we have evolved from our history of developing and constructing prestigious residential and high profile commercial/ industrial landmark projects. We have extended our service capabilities through our extensive construction, strata management and professional property services experience gained over 25 years, and filled the void between three property industries.

Built on solid foundations our clients rest assured in the comfort of knowing they're supported by Registered Building Practitioners, qualified professionals, fully insured and committed in protecting their responsibility to valued clients.

## Mission Statement

"It is the policy of Roscon Property Services to deliver property Maintenance services to its clients in the most efficient and timely manner while respecting legal and statutory requirements. Roscon Property Services Pty Ltd operates under ISO 9001-2000 in the completion of its services. All staff & sub-contractors are expected to work according to our policies and procedures. The system employed by Roscon Property Services Pty Ltd is reviewed annually in order to ensure its consistency".

## Instructed By

<b>Name</b>	
<b>Title</b>	Owners Corporation Manager
<b>Company</b>	
<b>Address</b>	

## Inspected & Compiled by

<b>Inspector ID</b>	
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May 15, 2015

Dear XXXX,

Thank you for using Roscon Property Services Pty Ltd for your Property Window Conditions Inspection. I have attached a copy of the report that has been compiled by an experienced auditor.

Should you require further assistance or need clarification of anything that is contained within the report then please do not hesitate to contact us.

The attached report includes the following:

<b>Part 1</b>	Inspection Notes
<b>Part 2</b>	Detailed Windows Inspection
	- Unit 8
	- Unit 7
	- Unit 9
	- Unit 2
	- Unit 3
	- Unit 6
	- Unit 13
	- Unit 14
	- Unit 12
	- Unit 1
	- Unit 4
	- Unit 15
	- Common Areas
<b>Part 3</b>	Terms and Conditions

The team at Roscon Property Services are available to assist you with any concern that may eventuate and look forward to your call. Thank you for your continued business.

Yours Sincerely,  
**Roscon Property Services Pty Ltd**



**Paul Cummaudo**  
**Managing Director**  
**AREI, RBP, CRE, Licensed Estate Agent**  
**Registered Building Practitioner DB-U 13329, CB-U 4272**  
**Member REIV, MBAV, SCA, NCTI**

## Part 1: Inspection Notes

Roscon Property Services have been engaged by the Owner's Corporation to investigate the condition of the windows, window frames and common stairwell doors of the building. Access was gained to each unit to inspect all internal windows.

### The following points encapsulate the inspection:

- Access was gained, an inspection conducted and this report was provided for the following units (in the order that the inspection was conducted):
  - Unit 8
  - Unit 7
  - Unit 9
  - Unit 2
  - Unit 3
  - Unit 6
  - Unit 13
  - Unit 14
  - Unit 12
  - Unit 1
  - Unit 4
- Access was not gained to the following units (reason attached):
  - Unit 5 – Access was organised for 14/04/2015. Roscon staff were on site from 8:20am – 1pm, and the buzzer to this unit was tried at intervals during the site visit as well as knocking on the unit door when access to the building was gained for Unit 1 & 4 on the same day. There was no response to either of these attempts to gain access. It should be noted that the buzzer seemed to working.
  - Unit 15 – Access was not able to be gained for this unit, however external photos were taken of the balcony window and a detailed finding is attached in the following report.
  - Unit 10 – Property sold and in the process of settlement, no access available.
  - Unit 11 – Owner confirmed no inspection required.
- There is a combination of awning windows and casement windows used throughout the building
  - Awning windows are used in kitchens and bathrooms
  - Casement windows are used for bedrooms and living rooms
- Significant number of windows within the building are serviceable i.e. they are not deteriorated due to weather.
- In some cases it appears the windows have been recently painted (at least 2-3 years ago) with an oil based paint.
- The second and first floor windows are well protected from direct impact of the rain due to the eaves
- Certain windows and window sills within the ground level were identified as items requiring attention
- The condition of the sealant used around the glass in the majority of windows has deteriorated. This cannot be seen easily as it has been covered with paint.
- The window frames throughout the building are in a satisfactory condition and do not require immediate attention.
- Window hardware for few casement windows that were open were inspected, the hardware appears to be corroded and in some cases dysfunctional.
  - This could impact the opening and closing of the window.
  - All window hardware should be inspected and replaced as required

- Each individual unit has been inspected (where access was gained) and the following inspection report provides a recommendation for each window within the unit.
- The common areas within each building have also been inspected in relation to windows in the stairwells and common area doors.
- The Owners Corporation have requested to submit a proposal to replace windows in timber (existing) and aluminium. Our recommendations are as follows:
  - As majority of the windows are not deteriorated or weathered, aluminium windows should not be considered at this stage.
  - If aluminium windows were to be installed the frame will have to be replaced which escalates the costs.
  - Address windows that require attention by either rectifying or replacing the windows with a timber window.
  - This approach will maintain consistency of timber windows through the building.
- Costs associated with using a timber window will be lower as framing will not have to be replaced, benefitting the Owners Corporation to invest their funds in other building improvements.

The following report contains photographic evidence of internal window conditions throughout the building. Consequently, there is also photographic evidence of windows needing attention.

A quote has been provided in with this report, outlining the varying costs for each recommendation, from which the owners can determine a rough estimate of total costs per unit.

## Part 2: Detailed Windows Inspection

### Unit 8

Location	Inspection Notes
Kitchen	Replace window frame as it has deteriorated and cracked.
Bathroom	Replace window sash & glazing to include an exhaust fan. The tenants may sometimes forget to open the window and the ceiling has sustained damage due to the moisture from condensation.
Toilet	Good condition. No action required.
Bedroom 1	Prepare and paint external window sill.
Living	Good condition as it is undercover. No action required.
Bedroom 2	Prepare and paint window sash. Replace external window sill.







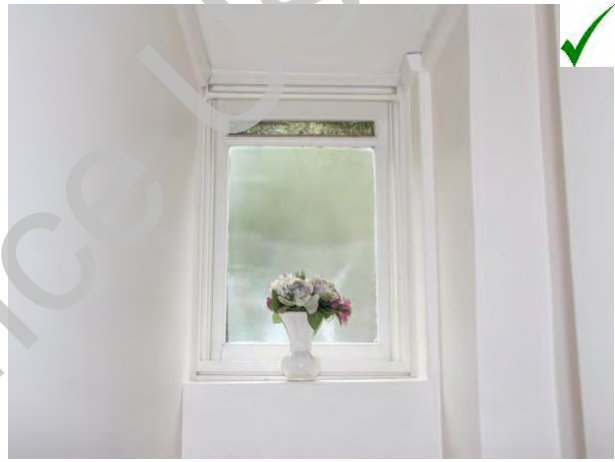


## Unit 7

Location	Inspection Notes
Kitchen	Replace window sash. Patch and paint window frame.
Dining	Prepare and paint entire window frame, sash and sill.
Living	Good condition. No action required.
Bedroom 1	Replace entire sash as it is falling apart, 'L' brackets have been used to hold the sash in place. Prepare and paint window frame.
Toilet	Good condition. No action required.
Bathroom	Replace glazing as it has cracked above the exhaust fan.
Bedroom 2	Replace window stays as it is not opening/closing properly.









## Unit 9

Location	Inspection Notes
Kitchen	Replace window sash as the seal around the glazing has deteriorated and the sash is cracked. Prepare and paint window frame.
Dining	Replace entire window sash, frame & glazing as they have deteriorated beyond repair.
Living	Replace door hardware.
Bedroom 1	Replace entire window sash, frame & glazing as they have deteriorated beyond repair.
Toilet	Replace window sash. Prepare and paint frame.
Bathroom	Replace window sash. Prepare and paint frame.
Bedroom 2	Replace entire window sash, frame & glazing as they have deteriorated beyond repair.









## Unit 2

Location	Inspection Notes
<b>Kitchen</b>	Replace window stays as the window does not open and has been screwed shut. A make safe was undertaken to screw the window shut as it was not secured properly. Patch and paint affected areas after replacement.
<b>Bedroom 1</b>	Replace external window sill.
<b>Living</b>	Good condition. No action required.
<b>Bedroom 2</b>	Replace window stays as the window does not open and has been screwed shut. A make safe was undertaken to screw the window shut as it was not secured properly. Patch and paint affected areas after replacement.
<b>Toilet</b>	Good condition. No action required.
<b>Bathroom</b>	Requires the window sash to be planed down as the window doesn't close properly. Patch and paint affected areas after replacement.
<b>Bedroom 3</b>	Replace window sash. Prepare and paint window frame and external sill.





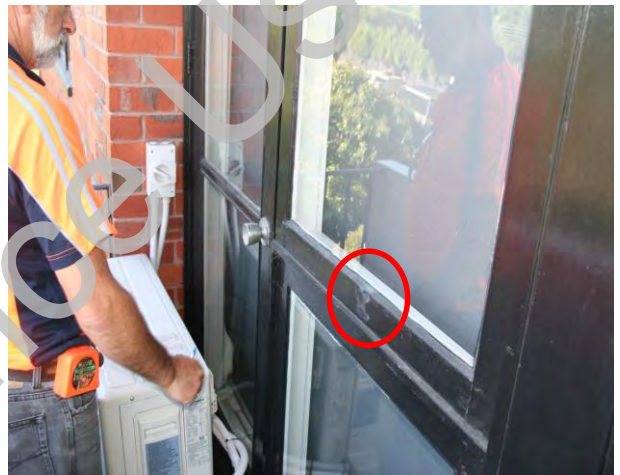
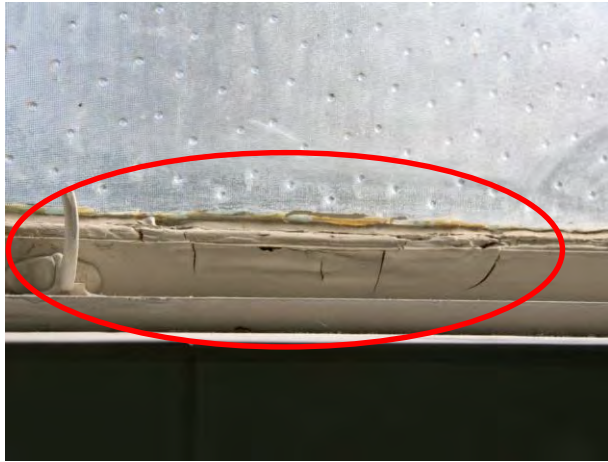


## Unit 3

Location	Inspection Notes
Bedroom 1	Replace the window sash and glazing for both windows as the seals have deteriorated.
Toilet	Good condition. No action required.
Bathroom	Replace the entire window sash, frame and glazing as they have deteriorated beyond repair.
Kitchen	Replace the window sash and external sill.
Living	Prepare and paint external frame.
Dining	Replace window sash as it has deteriorated and is allowing internal airflow. The tenants have placed aluminium foil to reduce the airflow however this is a temporary fix and a more permanent solution should be arranged.
Bedroom 2	Replace window hardware as it is not operational



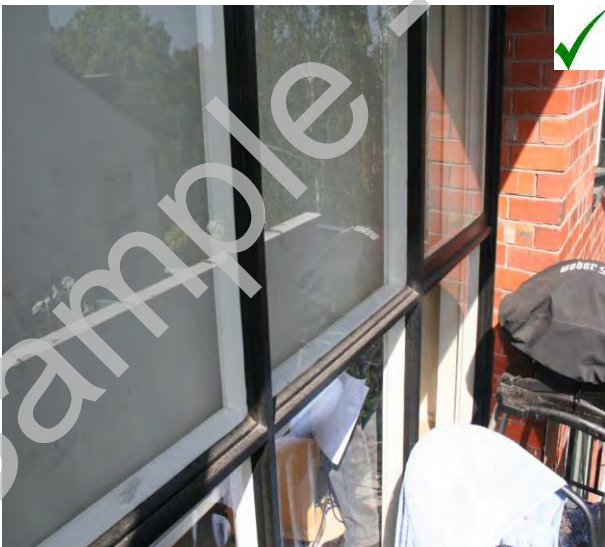
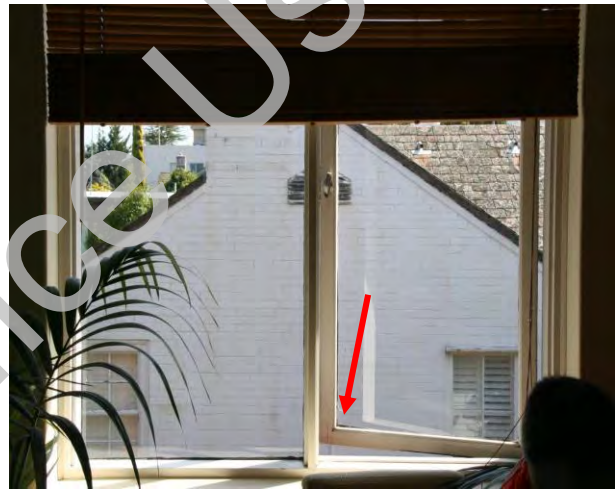






## Unit 6

Location	Inspection Notes
Kitchen	Good condition. No action required.
Dining	Prepare and paint window sash.
Living	Good condition. No action required.
Bedroom 1	Prepare and paint window frame.
Toilet	Prepare and paint window sash.
Bathroom	Replace window glazing to include an exhaust fan.
Bedroom 2	Prepare and paint window sash.





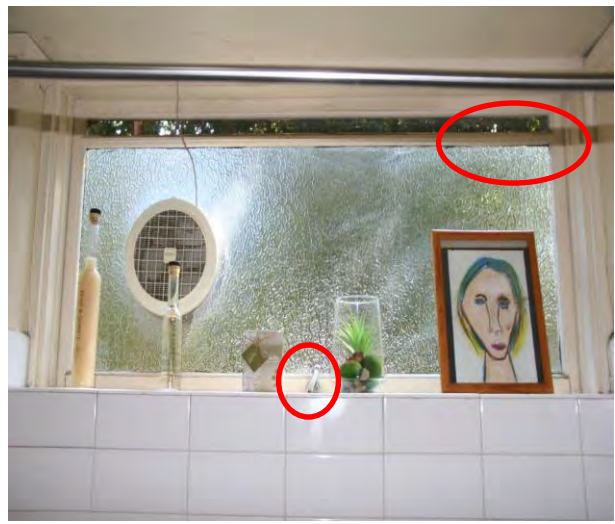


## Unit 13

Location	Inspection Notes
Bedroom 1	Replace window sash as it has completely deteriorated. Prepare and paint window frame.
Living	Good condition. No action required.
Dining	Prepare and paint window frame.
Kitchen	Replace window seal. Prepare and paint window sash.
Bedroom 2	Replace window sash. Prepare and paint external sill.
Toilet	Good condition. No action required.
Bathroom	Replace window chain. When the window is closed it does not open again. Prepare and paint window sash and frame.









## Unit 14

Location	Inspection Notes
Bedroom 1	Replace window sash as is has completely deteriorated.
Living	Good condition. No action required.
Dining	Prepare and paint window sash.
Kitchen	Replace window sash and ventilation mesh at the top of the window. Prepare and paint external sill.
Bedroom 2	Good condition. No action required.
Toilet	Good condition. No action required.
Bathroom	Replace window sash as it has completely deteriorated. Prepare and paint window frame.









## Unit 12

Location	Inspection Notes
Kitchen	Replace entire window frame, sash and glazing as they have completely deteriorated.
Bathroom	Replace window sash. Prepare and paint window frame.
Toilet	Prepare & paint window frame and sash.
Bedroom 1	Replace entire window frame, sash and glazing as they have completely deteriorated.
Living	Replace window sash. Prepare and paint entire window frame. Replace seals around glazing as they have deteriorated.
Bedroom 2	Replace window sash. Prepare and paint window frame.









## Unit 1

Location	Inspection Notes
Bathroom	Replace seal around glazing.
Toilet	Replace ventilation mesh above the glazing.
Bedroom 1	Two windows: Replace window sash and hardware on north-facing window. Prepare and paint all other window frames and sash.
Kitchen	Re-seal crack between window frame and kitchen tiles. Prepare and paint after repairs are completed.
Living	Two windows: Replace door hardware and door sash on right hand side of west facing windows. Replace window sash on south face.
Bedroom 2	Replace and re-seal glazing as the glazing has dropped approx. 25mm out of the sash.







## Unit 4

Location	Inspection Notes
Bedroom 1	Prepare and paint window frame and sash.
Bathroom	Replace window frame and sash. Replace glazing to include an exhaust fan as the ceiling has been damaged by condensation.
Toilet	Replace window sash. Prepare and paint window frame.
Bedroom 2	Replace window sash. Prepare and paint window frame.
Living/Bedroom 3	Good condition. No action required.
Lounge	Replace window sash, external sill and window chain.
Kitchen	Replace window sash and external sill. Replace exhaust fan as it is not working and will eventually cause damage to the ceiling (similar to the bathroom)

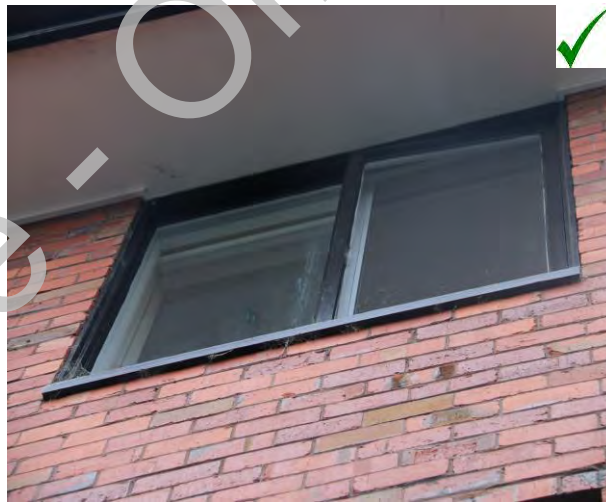






## Unit 15

Location	Inspection Notes
Living	Replace the window frame with a new PVC window frame as the existing frame has deteriorated due to water damage.
Bedroom 1	Good condition. No action required.
Kitchen	Good condition. No action required.



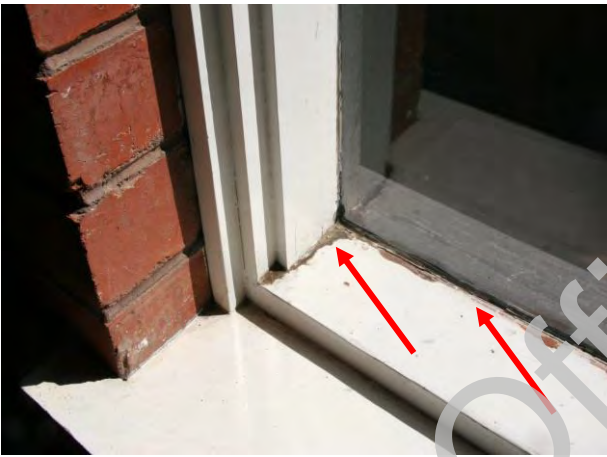


## Common Areas

Location	Inspection Notes:
<p><b>NB: These are general findings about the common areas in the building and are not specific to any location.</b></p>	
<b>Window Frame</b>	The majority of the window frames in the common areas require replacement as they have deteriorated. A minority have paint damage and require preparing and painting.
<b>Window Glazing</b>	A majority of the windows glazing have dropped by up to 50mm, this can be attributed to a poor window seal and need to be replaced as water ingress will cause further damage to the window frames.
<b>Glazing Seal</b>	As mentioned above, the glazing seal has deteriorated on all windows and will require replacement to mitigate further damages.
<b>Common Doors</b>	All common doors require preparation and painting to maintain the aesthetics of the building. Roscon recommends to plane the latch edge of the doors prior to painting as it was found that the doors fit too tightly in the frame and has been scratched on the latch edge.









Friday, 15 May 2015

**Attention:**

**Company:**

**Address:**

**Quotation Reference:** WQ55M - Rectifications as per Detailed Windows Inspection

**Property Location:** 49 Sample Road Melbourne VIC 3122

It is with pleasure that we submit this proposal for the Rectifications as per Detailed Windows Inspection at the above property location. We look forward to meeting all your property maintenance and reporting requirements and we can assure you that all our work is guaranteed.

Our price includes the following:-

As per the recently conducted 'Detailed Windows Inspection' at this property, Roscon has constructed a quote to break down the approximate prices of each recommendation made in the report. From these quotes the owners can determine a rough estimate of total costs per unit.

Replace Window Glazing:  
\$375 Inc. GST

Replace Window Sash (price includes replacement of glazing):  
\$1,586 Inc. GST

Replace Window Frame (price includes replacement of glazing and sash):  
\$3,950 Inc. GST

Prepare & Paint Window Sash/Sill/Frame:  
\$280 Inc. GST

Replace Window Hardware (stays/chain/lock):  
\$100 Inc. GST

Remove & Replace Window Seal:  
\$107 Inc. GST

Access Equipment (for the higher levels):  
\$1,000/day Inc. GST

NB: All values are approximate and based on average window dimensions and hardware. Costs are subject to change based on windows sizes, detail, hardware, access and whether other works are required to finish the job to a satisfactory level (eg. Fan to be installed and electrical works completed)

Roscon recommends completing works to separate units at the same time to minimise the costs of call out fees and access equipment. Larger variations will apply to units wanting individual works and/or individual rooms.

Roscon has been engaged exclusively in the owner's corporation and related insurance industries since 1987.

Roscon is a fully licenced, accredited and registered unlimited building practitioner.

Roscon has also received platinum member status with the Masters Builders Association (DB-U 13329) & (CB-U 4272).

Our policies and procedures are accredited with ISO 9001, Master Builders Association, Australian Institute of Project Management and Strata Community Australia.





## Testimonials

Roscon has a long standing and loyal customer base. We pride ourselves on delivering exceptional service. To hear more about what our clients think about Roscon please watch the videos below.



**Edward Love**  
*Director*  
Love Owners Corporation

“Roscon is a big business but they still have the core values and fundamentals of a small business. Being a small business owner I can relate to that, it’s what makes them different and it’s why I will continue to use Roscon in the future. I have those relationships and I know that can entrust myself and my team in Roscon to get the job done to a very high standard.”



**Robert Elezovic**  
*Principal / Licensed Estate Agent / Auctioneer*  
Raine & Horne Brunswick

“When you have been looked after the way that Raine & Horne Brunswick has been looked after, there is no need to look anywhere else. The service, reliability and constant communication is the only reason that I need to know that Roscon is the company for me.”



**Barbara Ross**  
*Owners Corporation Manager*  
Steward Silver King & Burns Owners Corporation

“Roscon’s response time is excellent, we have total confidence in Roscon doing the job punctually, giving us good reports and keeping us updated even after the reports are completed.”

## Part 3: Terms and Conditions

### 1. This is a Visual Inspection only and in Accordance with AS4349.1

This visual inspection is limited to those areas and sections of the property fully accessible and visible to the Inspector at the time and on the date of Inspection. The inspection DID NOT include breaking apart, dismantling, removing or moving objects including, but not limited to, foliage, mouldings, roof insulation/sarking membrane, floor or wall coverings, sidings, ceilings, floors, furnishings, appliances or personal possessions. The Inspector CANNOT see inside walls, between floors, inside skillion roofing, inside the eaves, behind stored goods in cupboards, or other areas that are concealed or obstructed. The inspector DID NOT dig, gouge, force or perform any invasive procedures. In an occupied property it must be understood that furnishings or household items may conceal defects which may only be revealed when the items are removed. No detailed inspection is inferred to external areas over 3.6 metres above the natural ground level.

### 2. Scope of Report

The Standard Property Report is not intended as a certificate of compliance of the property within the requirements of any Act, regulation, ordinance or by-law, or, as a warranty or an insurance policy against problems developing with the building in the future.

### 3. Limitations

Nothing contained in the Report implies that any inaccessible or partly inaccessible area(s) or section(s) of the property being inspected by the Inspector on the date of the inspection were free from defects latent or otherwise.

No responsibility can be accepted for defects which are latent or otherwise not reasonably detected on a visual inspection without interference with or removal of any of the structure including fixtures or fittings within the building.

This Standard Property Report does not contain any assessment or opinion in relation to any item, which is the subject of a Special Purpose Property Report (as defined in AS4349.1), or any matter where the inspection or assessment of which is solely regulated by Statute. Special Purpose Property Reports include comment on the following: Common property areas, environmental concerns such as sunlight, privacy, streetscape and views. Proximity of property to flight paths, railways and busy traffic or other neighbourhood issues. Noise levels, health and safety issues including the presence of asbestos or lead. Heritage concerns. Security or fire protection. Analysis of site drainage apart from surface water drainage. Swimming pools and spas. Detection and identification of illegal and unauthorised building and plumbing work. Durability of exposed finishes.

### 4. Important Information

Any person who relies upon the contents of this Report does so acknowledging that the above clauses, definitions and disclaimers that follow define the Scope and Limitations of the inspection and form an integral part of the report.

### 5. Disclaimer of Liability

No liability shall be accepted on account of failure of the Report to notify any problems in any area(s) or section(s) of the subject property physically inaccessible for inspection, or to which access for Inspection is denied by or to the Inspector (including but not limited to any area(s) or section(s) so specified by the Report.



## 6. Disclaimer of Liability to Third Parties

This report is made solely for the use and benefit of the Client named on the front of this report. No liability or responsibility whatsoever, in contract or tort, is accepted to any third party who may rely on the Report wholly or in part. Any third party acting or relying on this Report, in whole or in part does so at their own risk.

## 7. Report Definition

This report is limited to a visual inspection of areas where reasonable access is available at the time of inspection. It does not purport to be geological as to foundation integrity or soil conditions, engineering as to structural, nor does it cover the condition of electrical, plumbing, gas or motorised appliances. It is strongly recommended that an appropriately qualified contractor check these services prior to purchase.

As the date of this report we have identified the items as listed herein, we do not accept any responsibility for items which may be damaged after the inspection has been completed. As a matter of course, and in the interests of safety, all prospective purchasers should have an electrical report carried out by a suitably qualified contractor. This report is limited to (unless otherwise noted) the main structure on the site and any other building, structure or outbuilding specifically named within the report.

This Report attempts to assist in judging a building according to its age and level of maintenance and in providing relative comparisons. This inspection and report is not to be considered all-encompassing dealing with a building from every aspect. Rather it should be seen as a reasonable attempt to identify any significant defects visible at the time of the inspection. It is unrealistic to expect comment on minor defects or imperfections in the Standard Property Report. If this is required, a Special Purpose Property Report is recommended.

Whilst buildings may have many pleasing features there are few without defects and many are due naturally to age deterioration. Subject to the level of maintenance on the building it is common for the number of faults to have increased with age.

If any cost of work estimates is given, these are merely opinions and should be taken as a general guide only. In the building industry, experience has shown that prices vary considerably and you must obtain independent quotations on any significant notable item from several contractors prior to purchase.

## 8. Painting

Painting surfaces not exposed to the elements/corrosion should be included in the next painting cycle. Painting for aesthetic purposes is not included in this report.

## 9. Glass

This report only addresses glass requiring obvious replacement. It does not cover the Building Code, Australian Standard and safety requirements of glass installed in the common property.

## 10. Balcony Balustrades

Wherever balcony balustrades are installed, please be advised that a comprehensive inspection of balcony railings was not carried out as part of this report. Also this report is only a visual inspection of areas accessible from the common property; therefore all balcony balustrades are not viewed. If there are any visible signs of corrosion on the balustrade including fixings and/or if the balustrades are over 10 years old a detailed inspection and testing of balustrades should be undertaken.

## 11. Pest Reports

If there are any visible signs of termite damage it is included in this report. We have not carried out a pest inspection of the site; as we are not qualified to do so, please ensure that a suitably qualified pest inspection contractor carries out thorough regular inspections.

### Roscon Property Services

**Offices** 150 Sydney Road Coburg VIC 3058 | Level 50, 120 Collins Street Melbourne VIC 3000

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Service | Quality | Value

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