



Monthly Property Management Report For The Period of September 2019

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Contents :

1. Balance Sheet
2. Income and Expenditure
3. Account Summary
4. Fixed Assets List
5. Cash Flow Statement
6. Bank Reconciliation - Maintenance Fund
7. Bank Reconciliation - Sinking Fund Account
8. Bank Statement
9. Debtor Aging Report
10. Creditor Aging Summary
11. Payment Summary
12. Utilities
13. Management Team
14. Staff Attendance
15. Service Provider Assessment
16. Service Provider Attendance
17. Annual Renewals
18. Minor Task
19. General Info
20. Incident Report
21. Recommendation / Action Plan
22. Asset Service Schedule
23. Utility Report

BALANCE SHEET

INCOME & EXPENDITURE

ACCOUNT SUMMARY

FIXED ASSETS LIST

CASH FLOW STATEMENT

BANK RECONCILIATION -Maintenance Fund Account

BANK RECONCILIATION - Sinking Fund

BANK STATEMENT

DEBTOR AGING REPORT

CREDITOR AGING SUMMARY

PAYMENT SUMMARY

UTILITIES

MANAGEMENT TEAM

SERI KASTURI

Management Team

Month: September 2019

#	Name	Designation
1	TENMOLI A/P SUBRAMANIAM	AREA MANAGER
2	MOHD DARWIN BIN ABU OSMAN	BUILDING MANAGER (BM)
3	NORANITA BINTI JAHER	ADMIN CLERK
4	NURUL NADIRAH BINTI ISMAIL	ADMIN CLERK
5	AMIRUL ILMIE BIN AZIZI	TECHNICIAN
6	MOHAMMAD ARIFF BIN ISMAIL	TECHNICIAN

STAFF ATTENDANCE

SERI KASTURI

Staff Attendance

Month: September 2019

Staff name	Dates																													
	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
TENMOLI A/P SUBRAMANIAM	0	0	1	1	1	0	1	0	0	1	1	1	0	0	0	0	1	1	1	0	0	0	1	1	1	1	1	1	0	1
MOHD DARWIN BIN ABU OSMAN	0	0	1	1	1	1	0	0	0	1	1	1	0	0	0	0	0	1	1	1	0	0	1	1	1	1	1	1	0	1
NORANITA BINTI JAHER	0	0	1	1	1	1	1	0	0	1	1	1	1	0	0	0	1	1	1	1	1	0	1	1	1	1	1	0	0	1
NURUL NADIRAH BINTI ISMAIL	0	0	1	1	1	1	0	0	0	0	1	0	1	1	0	0	1	1	1	1	0	0	1	1	1	1	1	1	0	1
AMIRUL ILMIE BIN AZIZI	0	0	1	1	1	1	1	0	0	1	1	1	1	0	0	0	1	1	1	1	1	0	1	1	1	1	1	0	0	1
MOHAMMAD ARIFF BIN ISMAIL	0	0	1	1	1	0	0	0	0	1	1	1	1	1	0	0	1	1	1	1	0	0	1	1	1	1	1	1	0	1

- Sunday
- Public holiday

SERVICE PROVIDERS ASSESSMENT

SERI KASTURI

Service Providers Assessment

Month: September 2019

#	Contractor	Service	Contract Amount	Contract Period	Attendance	Assessment	Remarks
1	ARENA WIRAJAYA SDN BHD	SECURITY GUARD SERVICES	295159.92	01-11-2018 to 31-10-2019	-	Good	test
2	HEALTHSTREAM (M) SDN BHD	GYM EQUIPMENT SERVICES	2958.00	01-07-2019 to 01-03-2020	-	Good	test
3	KS COMM RESOURCES SDN BHD	LANDSCAPING SERVICES	54000.00	03-09-2019 to 31-08-2020	-	Good	tesst
4	NLC GENERAL PEST CONTROL	PEST CONTROL	6000.00	01-02-2019 to 31-01-2020	-	Good	test
5	SKF COPIER SDN BHD	PHOTOCOPIER SERVICES	1440.00	01-02-2019 to 31-01-2020	-	Good	test
6	TENAGA BUMI	GENSET SERVICES	12000.00	01-03-2019 to 28-02-2020	-	Good	test
7	TENAGA BUMI	ELECTRICAL EQUIPMENT & SERVICES	12000.00	01-03-2019 to 28-02-2020	-	Average	test
8	TRANSPACC PROPERTY MANAGEMENT SDN BHD	MANAGEMENT SERVICES	279456.00	01-08-2019 to 31-07-2020	-	Average	test
9	WHITE WASH	CLEANING SERVICES	132.00	15-05-2019 to 14-06-2020	-	Average	test

SERVICE PROVIDERS ATTENDANCE

SERI KASTURI

Service Providers Attendance

Month: September 2019

#	Contractor	Days	Head count	Attended	Percentage
No record found					

Service Providers Attendance Detail

Service Provider	Contract Head count	Dates																													
		01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
		No data found																													

- Sunday
- Public holiday

ANNUAL RENEWALS

SERI KASTURI

Annual Renewals

Month: September 2019

#	Description	Company Incharge	Expiry
1	FIRE INSURANCE	CHUBB INSURANCE	26-01-2020
2	FIRE EXTINGUSGER	PERLINDUNG ENTERPRISE SDN BHD	16-04-2020
3	LIFT B1-PASSANGER	TYSENKRUPP	14-02-2020
4	LIFT B2-BOMBA	TYSENKRUPP	14-02-2020
5	LIFT B4-PASSANGER	TYSENKRUPP	14-02-2020
6	LIFT B3-BOMBA	TYSENKRUPP	14-02-2020
7	LIFT B4-BOMBA	TYSENKRUPP	14-02-2020
8	LIFT B3-PASSANGER	TYSENKRUPP	14-02-2020
9	LIFT B2-PASSANGER	TYSENKRUPP	14-02-2020
10	LIFT B1-BOMBA	TYSENKRUPP	14-02-2020
11	GENSET 1	TENAGA BUMI	08-07-2020
12	GENSET 2	TENAGA BUMI	08-07-2020

TASKS / COMPLAINTS

SERI KASTURI

Tasks / Complaints

Month: September 2019

#	Title	Task IDs	Assign to	Open Date	Close Date	Status
1	Entrance lobby porch pillar lights has water leaking out from it	11801	BUILDING MANAGER (BM)	29-09-2019	12-10-2019	Close

GENERAL INFOS

SERI KASTURI

General Infos

Month: September 2019

#	Date	Info Description	Remarks
No record found			

INCIDENT REPORT

SERI KASTURI

Incident Report

Month: September 2019

#	Date	Time	Incident Detail	Location	Resolve	Remarks
1	13-09-2019	11:30:00	Heavy stone was dropped on car and glass was broken	Putra java	Yes	Investigation is being conducted on location
2	27-09-2019	07:31:00	While shifting Aircond. to upper floor the outer unit of aircond dropped and broke the floor	Mont kiara	Yes	Owner is informed of incident and floor is quarantine

RECOMMENDATION / ACTION PLAN

SERI KASTURI

Recommendation / Action Plan

Month: September 2019

#	Location	Description of problem	Action/Recommendation	Proposed Date	Due Date	Date Approved	Date Rectified
No record found							

ASSET SERVICE SCHEDULE

SERI KASTURI

Asset Service Schedule

Month: September 2019

Description	Dates																													
	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
No data found																														

- N

Scheduled but not serviced
- Y

Serviced

UTILITY REPORT