



# Monthly Property Management Report For The Period of October 2019

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# 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

# UPTOWN RESIDENCES

Management Team

Month: October 2019

#	Name	Designation
1	MOHD MUZALAN BIN ABDUL AZIZ	AREA MANAGER
2	MABEL NIGEL BUTTLAR	BUILDING MANAGER (BM)
3	AHMAD GHAZALI BIN ZAHAR	BUILDING EXECUTIVE (BE)
4	ALVIN RAJ A/L ANTHONY RAJ	ADMIN CLERK
5	NIK HELMEE BIN NIK RAMLY	ADMIN CLERK
6	NOR HEIRDAYU BINTI ISAHAK	ADMIN CLERK
7	MOHD RUHFI EL-IDRUS BIN RUSLEE	TECHNICIAN
8	WAN NUR MUHAMMAD BIN WAN SAARI	TECHNICIAN



# STAFF ATTENDANCE

# UPTOWN RESIDENCES

Staff Attendance

Month: October 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	31	
MOHD MUZALAN BIN ABDUL AZIZ	1	1	1	1	1	0	1	1	0	1	1	1	0	0	1	1	0	1	0	0	0	1	1	1	1	1	0	0	0	1	1	1
MABEL NIGEL BUTTLAR	1	0	0	0	0	0	0	0	1	1	1	0	0	1	1	1	1	1	1	0	1	1	1	1	1	1	1	0	0	1	1	1
AHMAD GHAZALI BIN ZAHAR	1	1	1	1	1	0	1	1	0	1	1	1	0	1	1	1	1	1	1	0	1	1	1	1	1	1	1	0	0	0	0	1
ALVIN RAJ A/L ANTHONY RAJ	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
NIK HELMEE BIN NIK RAMLY	1	1	1	1	1	0	1	1	1	1	1	1	0	1	1	1	1	1	1	0	1	1	1	1	1	1	0	0	0	1	1	1
NOR HEIRDAYU BINTI ISAHAK	1	1	1	1	1	0	1	1	1	1	1	1	0	1	1	1	0	1	1	0	1	0	1	1	1	1	1	0	0	1	1	1
MOHD RUHFI EL-IDRUS BIN RUSLEE	1	1	1	1	1	0	1	1	1	1	1	1	0	1	1	1	1	1	1	0	1	1	1	1	1	1	1	0	0	1	1	1
WAN NUR MUHAMMAD BIN WAN SAARI	1	1	1	1	1	0	1	1	1	1	1	1	0	1	0	0	1	1	1	0	1	1	1	1	1	1	1	0	0	1	1	1



Sunday



Public holiday

# SERVICE PROVIDERS ASSESSMENT

# UPTOWN RESIDENCES

Service Providers Assessment

Month: October 2019

#	Contractor	Service	Contract Amount	Contract Period	Attendance	Assessment	Remarks
1	AURA PEST CONTROL SDN BHD	PEST CONTROL	0.00	01-06-2019 to 31-0-2020	-	Good	Dummy remark service provider assessment
2	BERJAYA SEWERAGE SERVICES SDN BHD	SEWERAGE & WASTE MAINTENANCE	0.00	30-08-2018 to 30-0-2021	-	Good	Service provider assessment dummy remarks
3	HITACHI ELEVATOR ENGINEERING (M) SDN BHD	LIFT SERVICES	0.00	01-10-2019 to 31-1-2020	-	Bad	Dummy text lorem ipsum
4	KEJURUTERAAN ABADI JAYA SDN BHD	FIRE FIGHTING EQUIPMENT & SERVICES	0.00	01-05-2019 to 30-0-2020	-	Average	Dummy remarks for service provider assessment
5	RICOH (M) SDN BHD	PHOTOCOPIER SERVICES	0.00	01-12-2018 to 30-1-2021	-	Average	Dummy remarks
6	SPINDIT BOT BOT ENTERPRISE	AROMATHERAPY	0.00	10-01-2019 to 09-1-2019	-	Bad	Dummy text. Service provider remarks
7	T.H.LIEW BERSEKUTU (001462144K)	ELECTRICAL EQUIPMENT & SERVICES	0.00	01-04-2019 to 31-0-2020	-	Good	Dummy text. Put remarks here
8	TRANSPACC PROPERTY MANAGEMENT SDN BHD	MANAGEMENT SERVICES	0.00	01-04-2019 to 31-0-2020	95.51	Average	Dummy remarks for service provider
9	UPPAL AIMED SECURITY SDN BHD	SECURITY GUARD SERVICES	0.00	01-01-2019 to 31-0-2021	100	Good	Dummy remarks filler text
10	VIITRAMAS ENVIRONMENTAL SERVICES	CLEANING SERVICES	0.00	07-12-2018 to 08-1-2019	97.07	Good	Dummy text

# SERVICE PROVIDERS ATTENDANCE

# UPTOWN RESIDENCES

Service Providers Attendance

Month: October 2019

#	Contractor	Days	Head count	Attended	Percentage
1	TRANSPACC PROPERTY MANAGEMENT SDN BHD	31	156	149	95.51
2	UPPAL AIMED SECURITY SDN BHD	31	372	372	100
3	VIITRAMAS ENVIRONMENTAL SERVICES	31	341	331	97.07

## 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	31
TRANSPACC PROPERTY MANAGEMENT SDN BHD	6	6	5	5	5	5	0	5	5	6	6	6	6	0	6	6	6	6	6	6	0	6	6	6	6	6	6	0	0	5	6	6
UPPAL AIMED SECURITY SDN BHD	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12
VIITRAMAS ENVIRONMENTAL SERVICES	11	11	11	11	11	11	6	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	6	11	11	11	11



Sunday



Public holiday

# ANNUAL RENEWALS

# UPTOWN RESIDENCES

Annual Renewals

Month: October 2019

#	Description	Company Incharge	Expiry
1	JKKP INSPECTION	HITACHI ELEVATOR	27-05-2020
2	FIRE EXTINGUISHER	KEJURUTERAAN ABADI JAYA SDN BHD	19-06-2020
3	SURUHANJAYA TENAGA	T.H.LIEW BERSEKUTU (001462144K)	12-02-2020



# TASKS / COMPLAINTS

# UPTOWN RESIDENCES

Tasks / Complaints

Month: October 2019

#	Title	Task IDs	Assign to	Open Date	Close Date	Status
1	To seal wall crack	12485	BUILDING EXECUTIVE (BE)	26-10-2019	07-11-2019	Close
2	Install new light	12486	BUILDING EXECUTIVE (BE)	26-10-2019	20-11-2019	Close
3	Repaint wall	12458	BUILDING EXECUTIVE (BE)	25-10-2019	31-10-2019	Close
4	CLEANING GLASS	12462	TECHNICIAN	25-10-2019	31-10-2019	Close
5	PAINTING WALL	12463	BUILDING EXECUTIVE (BE)	25-10-2019	31-10-2019	Close
6	SILICON GLASS MO	12464	TECHNICIAN	25-10-2019	12-11-2019	Close
7	CLEAN CHILD PLAYGROUND	12108	TECHNICIAN	11-10-2019	21-10-2019	Close

# GENERAL INFOS

# UPTOWN RESIDENCES

General Infos

Month: October 2019

#	Date	Info Description	Remarks
No record found			

# INCIDENT REPORT

# UPTOWN RESIDENCES

Incident Report

Month: October 2019

#	Date	Time	Incident Detail	Location	Resolve	Remarks
No record found						

# RECOMMENDATION / ACTION PLAN

# UPTOWN RESIDENCES

Recommendation / Action Plan

Month: October 2019

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



# ASSET SERVICE SCHEDULE

# UPTOWN RESIDENCES

Asset Service Schedule

Month: October 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	31	
AIR COND KL026 - OFFICE LOBBY AIRCOND 1															N																	
ELEVATOR 01 - FAMILY TOWER																									Y							
ELEVATOR 02 - FAMILY TOWER																									Y							
ELEVATOR 03 - FAMILY TOWER																									Y							
ELEVATOR 04 - FAMILY TOWER																									Y							
ELEVATOR 05 - FAMILY TOWER																									Y							
ELEVATOR 06 - FAMILY TOWER																									Y							
ELEVATOR 07 - FAMILY TOWER																									Y							
ELEVATOR 08 - FAMILY TOWER																									Y							
ELEVATOR 09 - FAMILY TOWER																									Y							
ELEVATOR 10 - FAMILY TOWER																									Y							
ELEVATOR 11 - Lifestyle																									Y							
ELEVATOR 12 - Lifestyle																									Y							
ELEVATOR 13 - Lifestyle																									Y							



# UTILITY REPORT