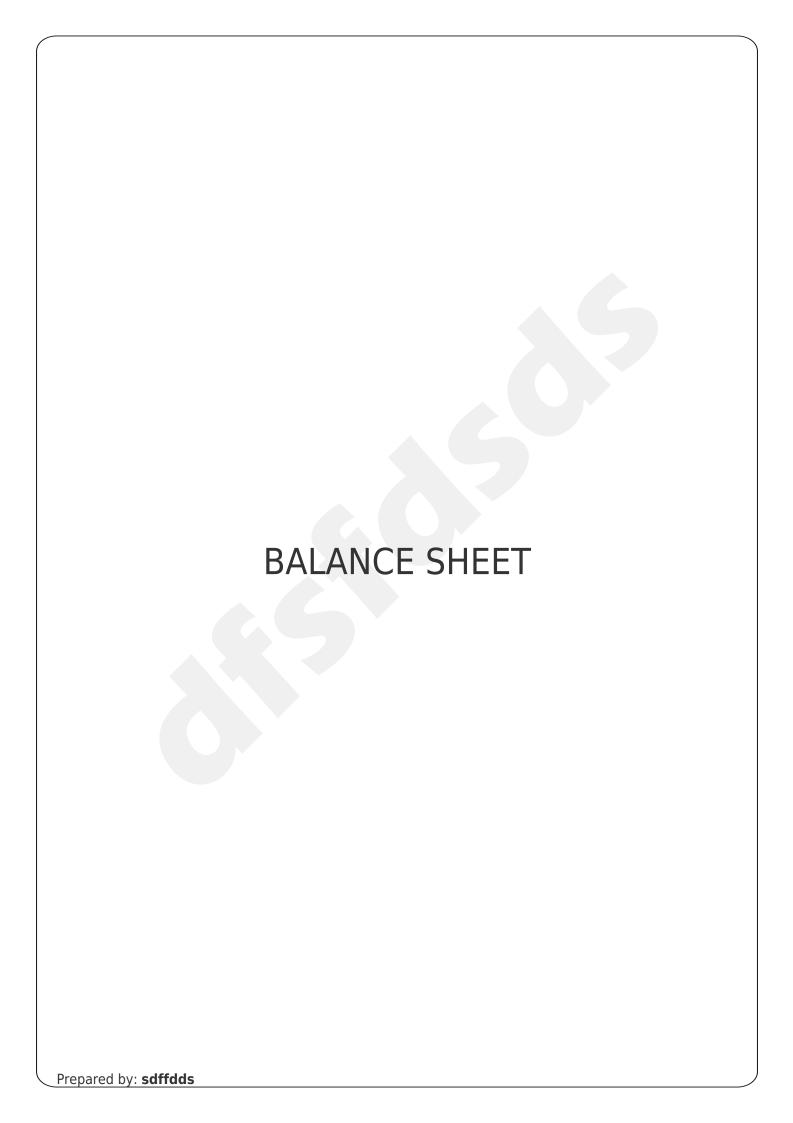


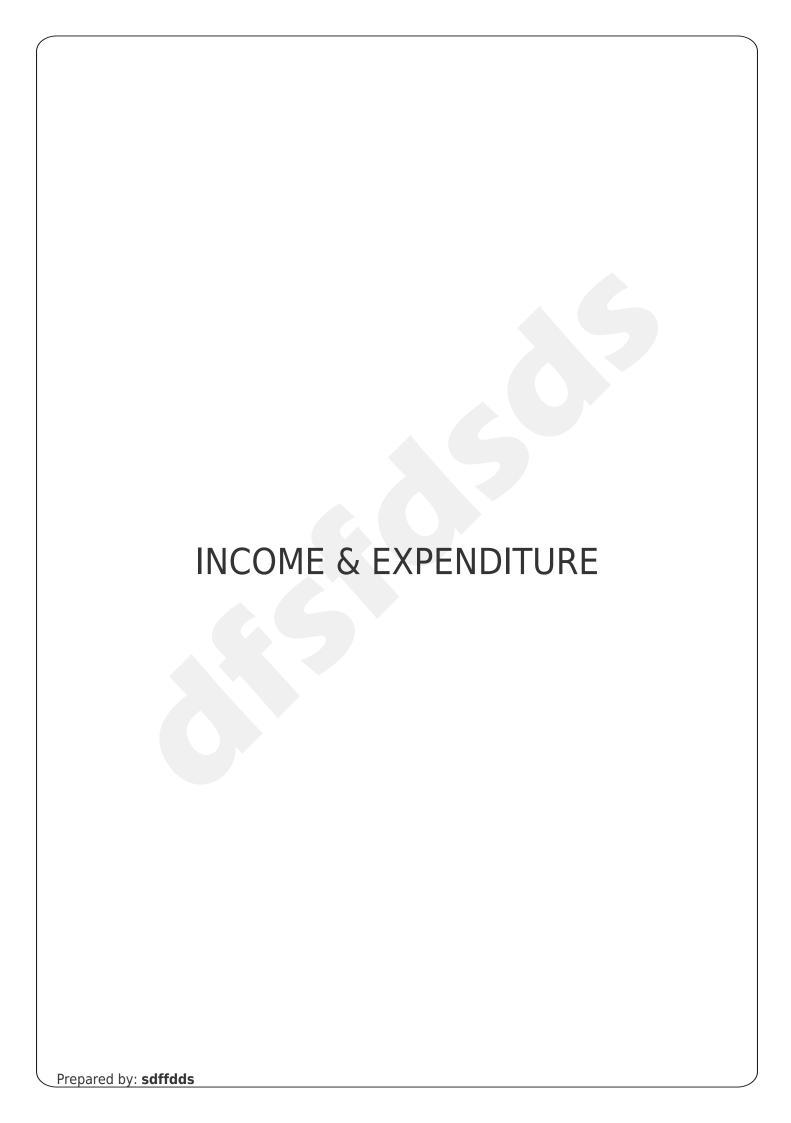
Monthly Property Management Report For The Period of September 2019

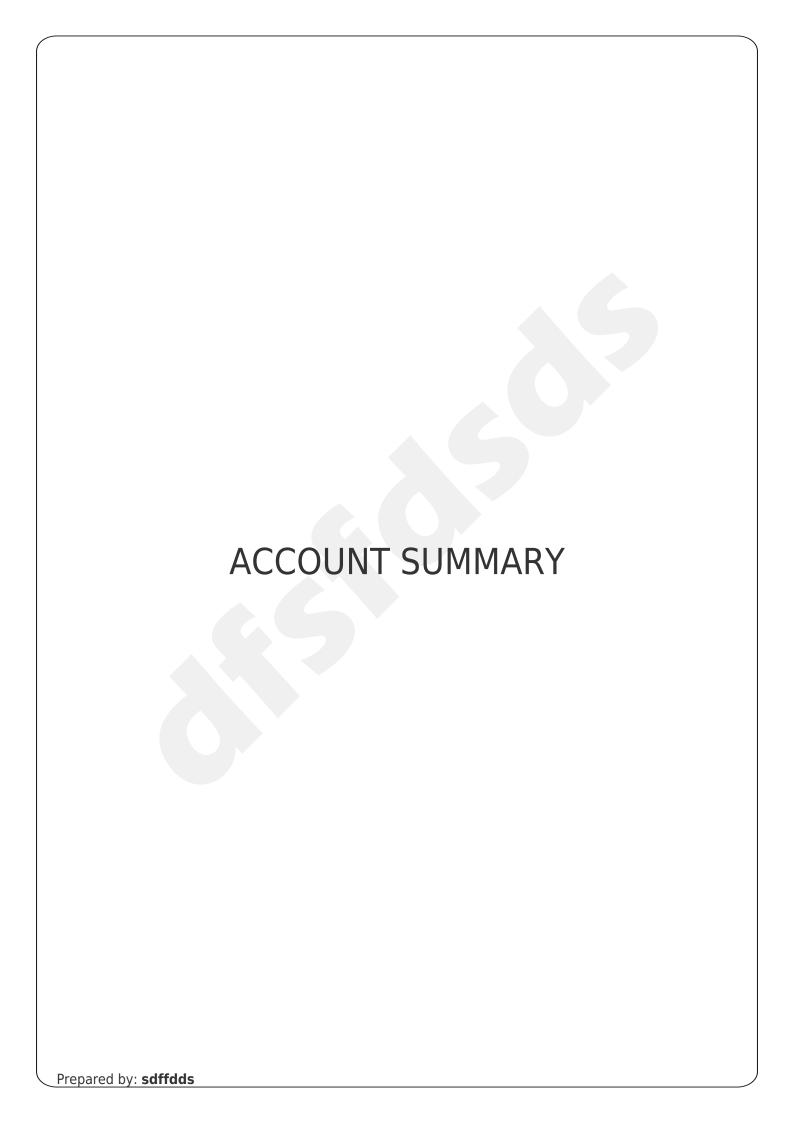
Contents:

- 1. Balance Sheet
- 2. Income and Expenditure
- 3. Accouunt 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

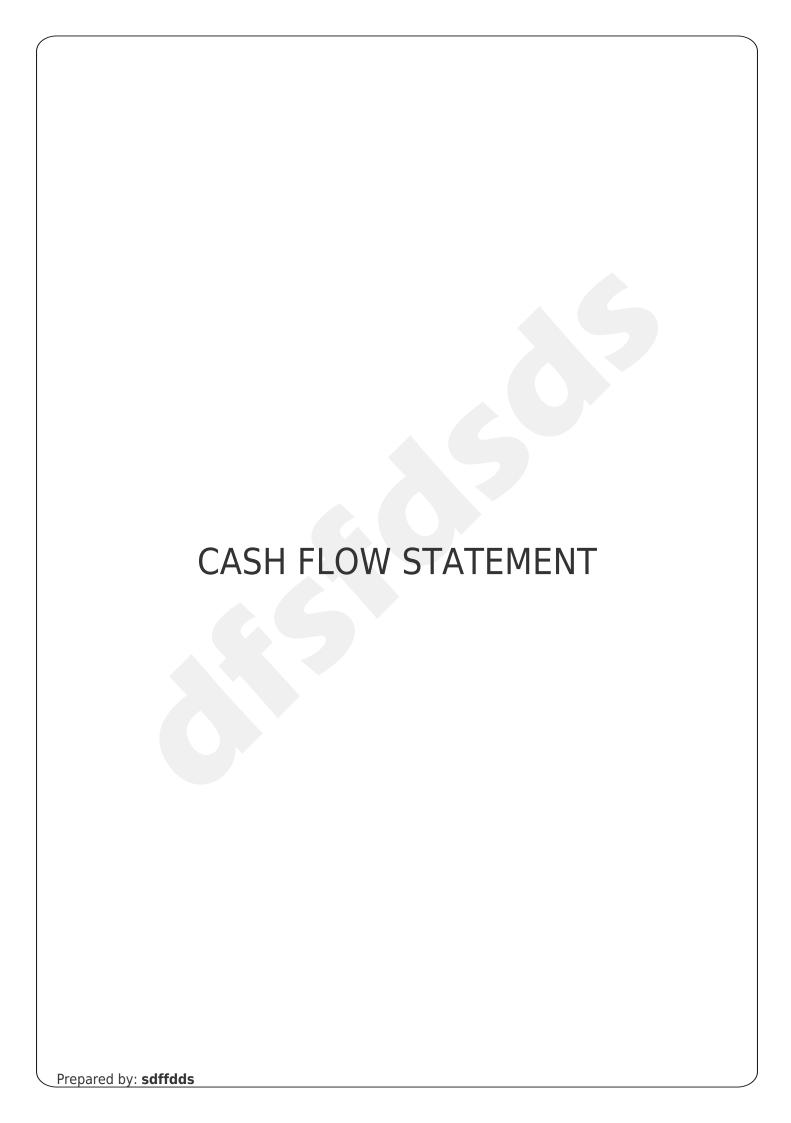


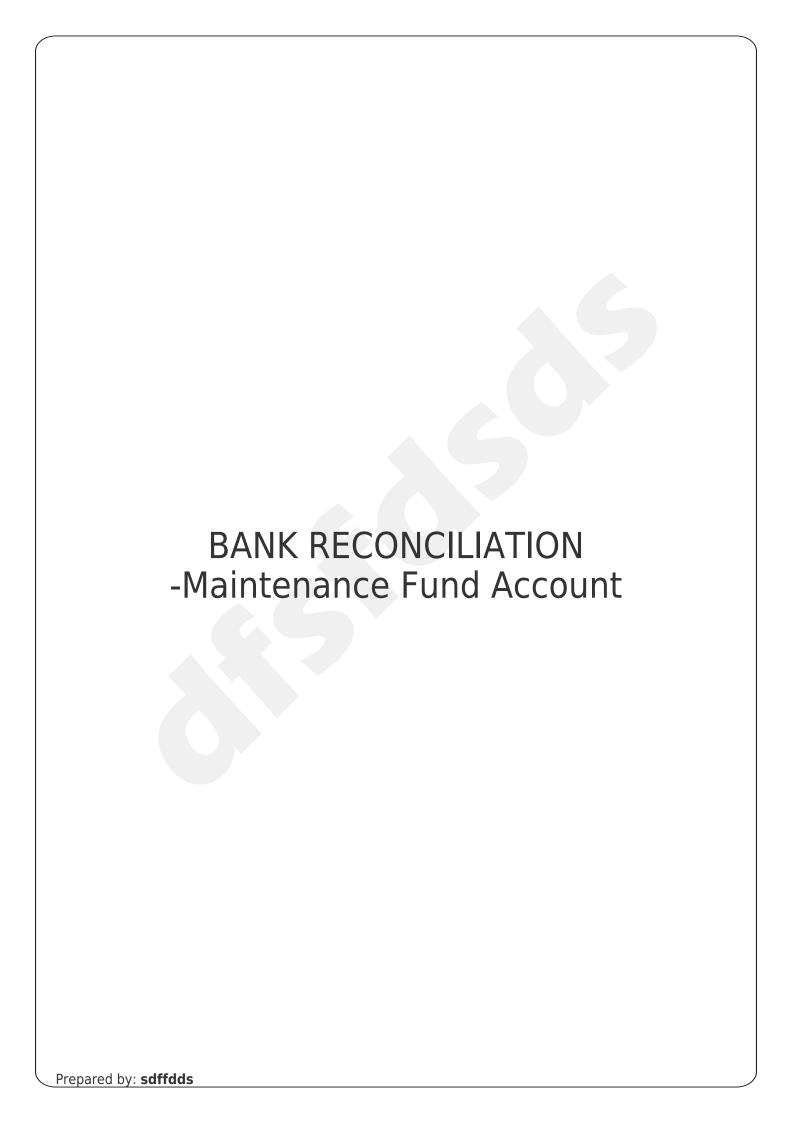


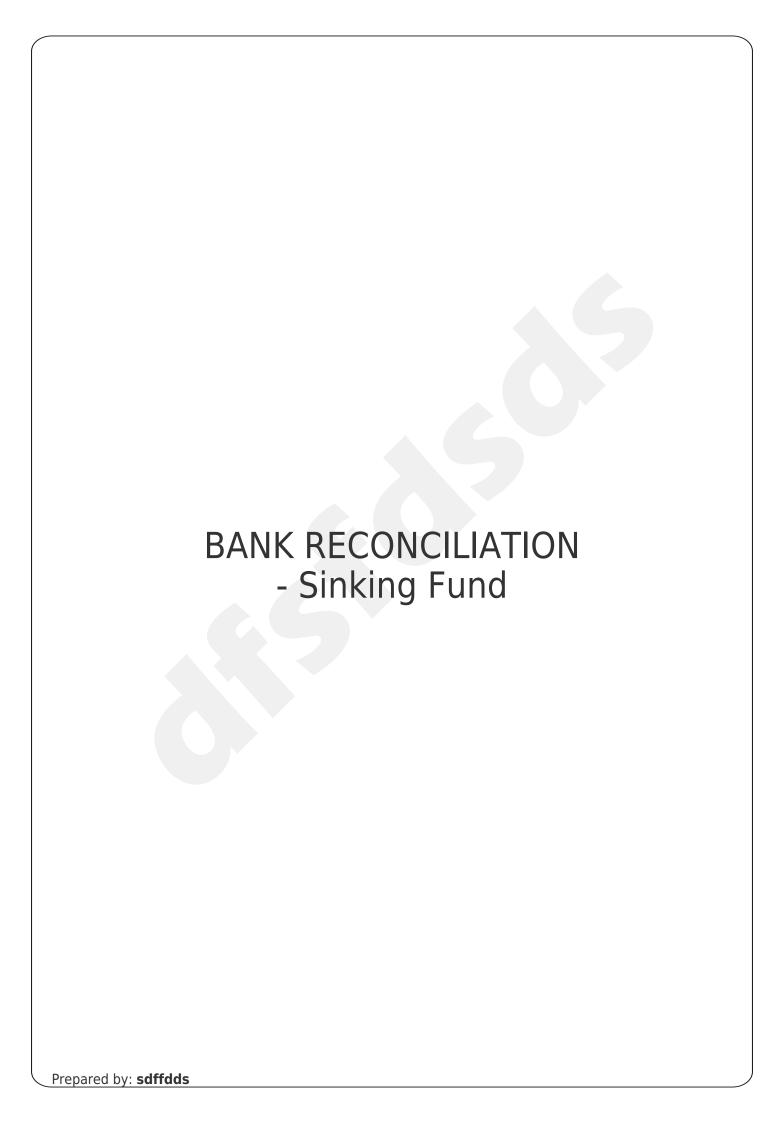






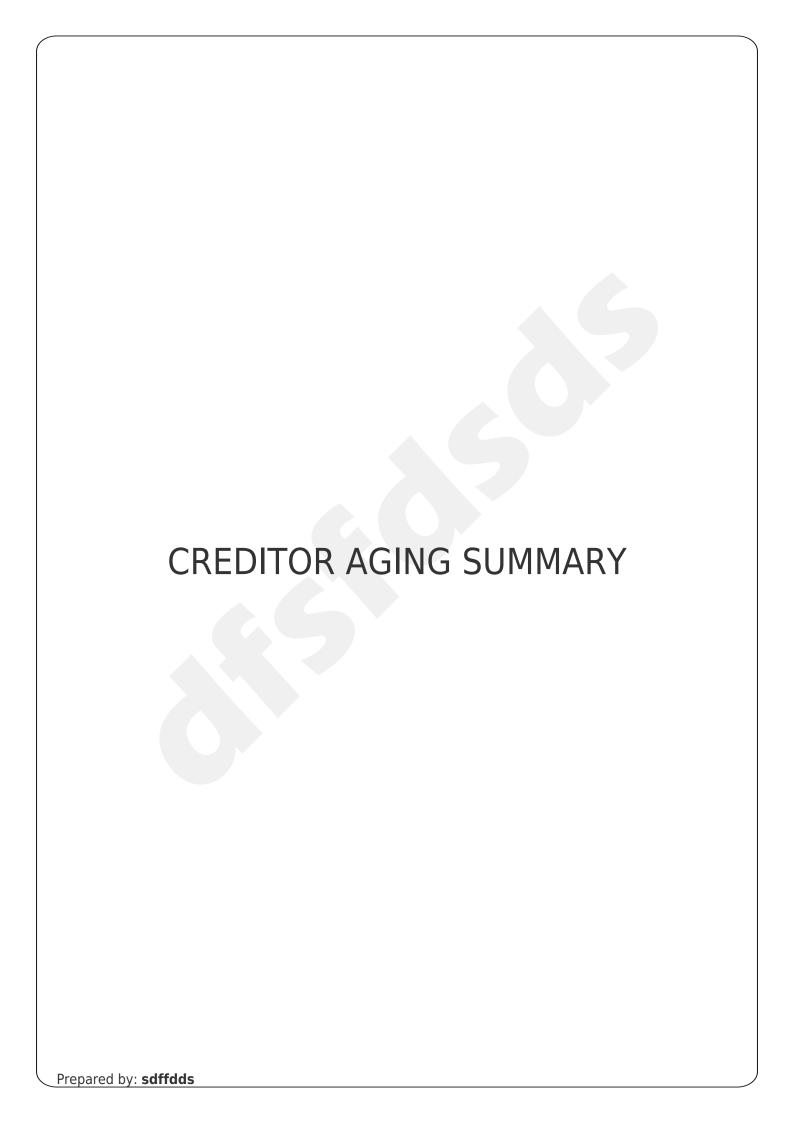




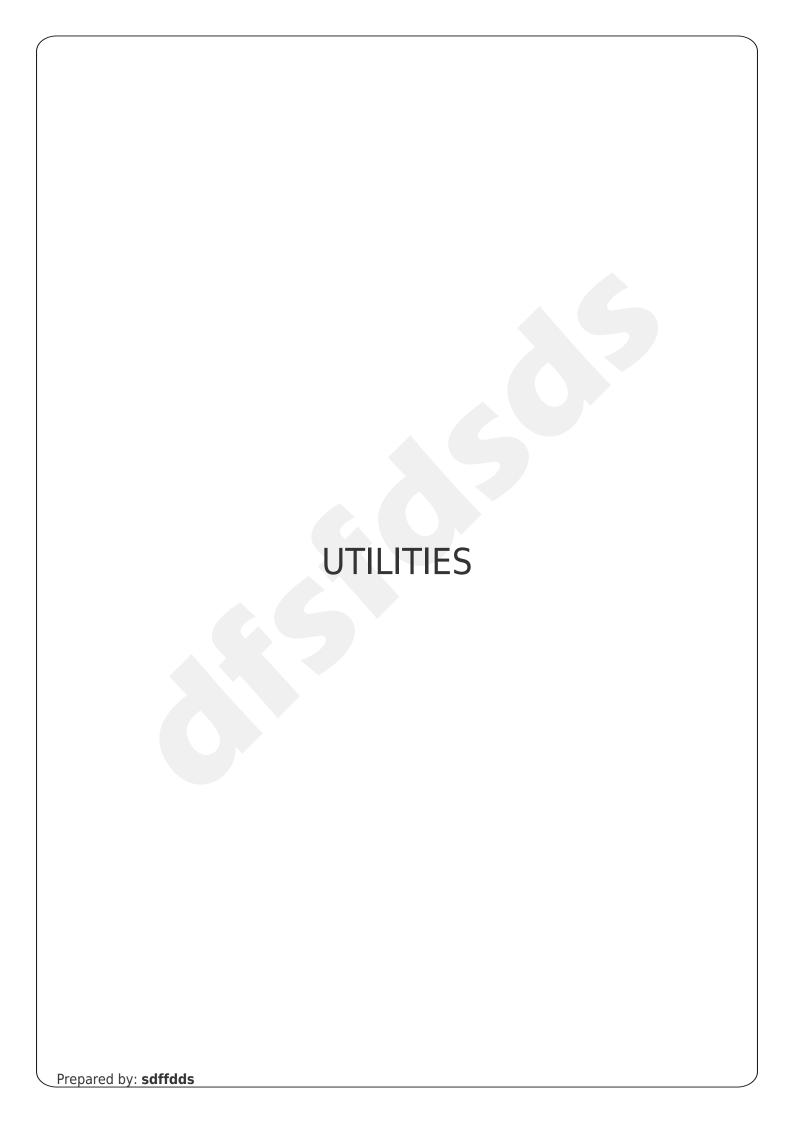














Management Team

#	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



Month: September 2019

Staff Attendance

Ch-ff															Da	tes	5													
Staff name	01	02	03	04	05	06	07	80	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	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

ARIFF BIN ISMAIL

Public holiday



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

Prepared by: sdffdds



Service Providers Attendance

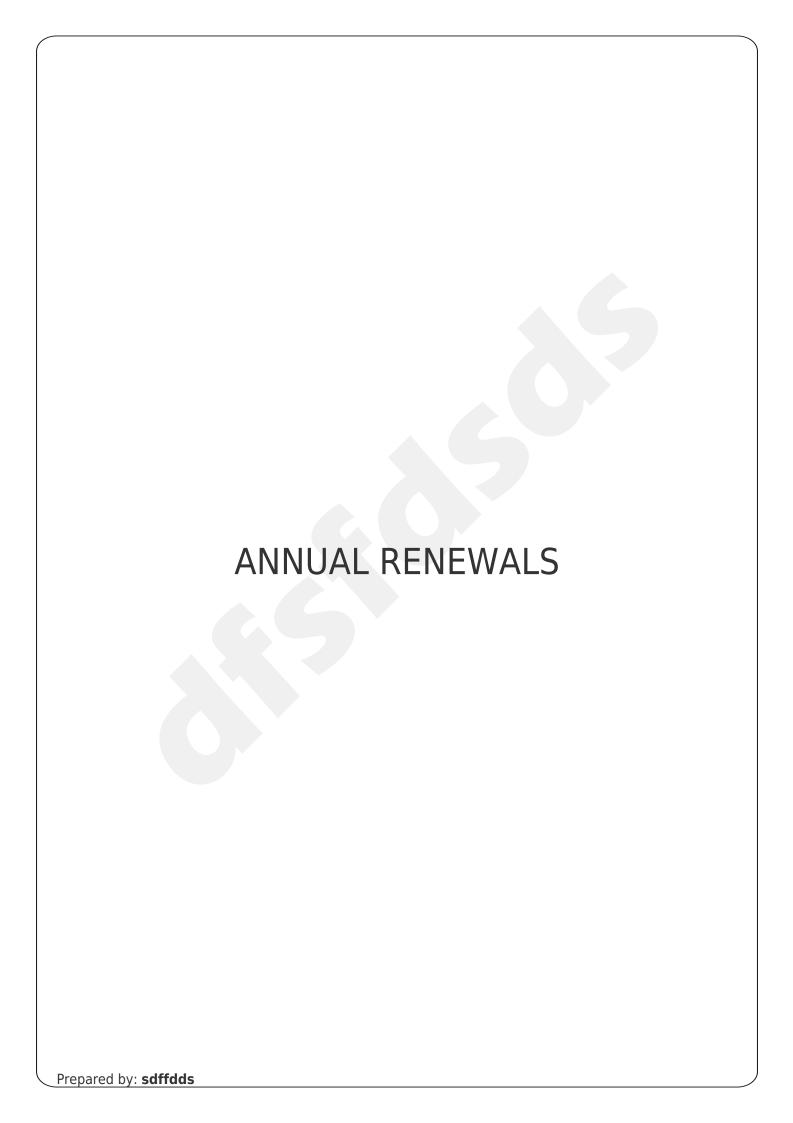
Month: September 2019

#	Contractor	Days	Head count	Attended	Percentage
		No	record found		

Service Providers Attendance Detail



Sunday
Public holiday



Annual Renewals

#	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	TYSENNKRUPP	14-02-2020
4	LIFT B2-BOMBA	TYSSENNKRUPP	14-02-2020
5	LIFT B4-PASSANGER	TYSSENNKRUPP	14-02-2020
6	LIFT B3-BOMBA	TYSSENNKRUPP	14-02-2020
7	LIFT B4-BOMBA	TYSSENNKRUPP	14-02-2020
8	LIFT B3-PASSANGER	TYSSENNKRUPP	14-02-2020
9	LIFT B2-PASSANGER	TYSSENNKRUPP	14-02-2020
10	LIFT B1-BOMBA	TYSSENNKRUPP	14-02-2020
11	GENSET 1	TENAGA BUMI	08-07-2020
12	GENSET 2	TENAGA BUMI	08-07-2020



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

Prepared by: sdffdds

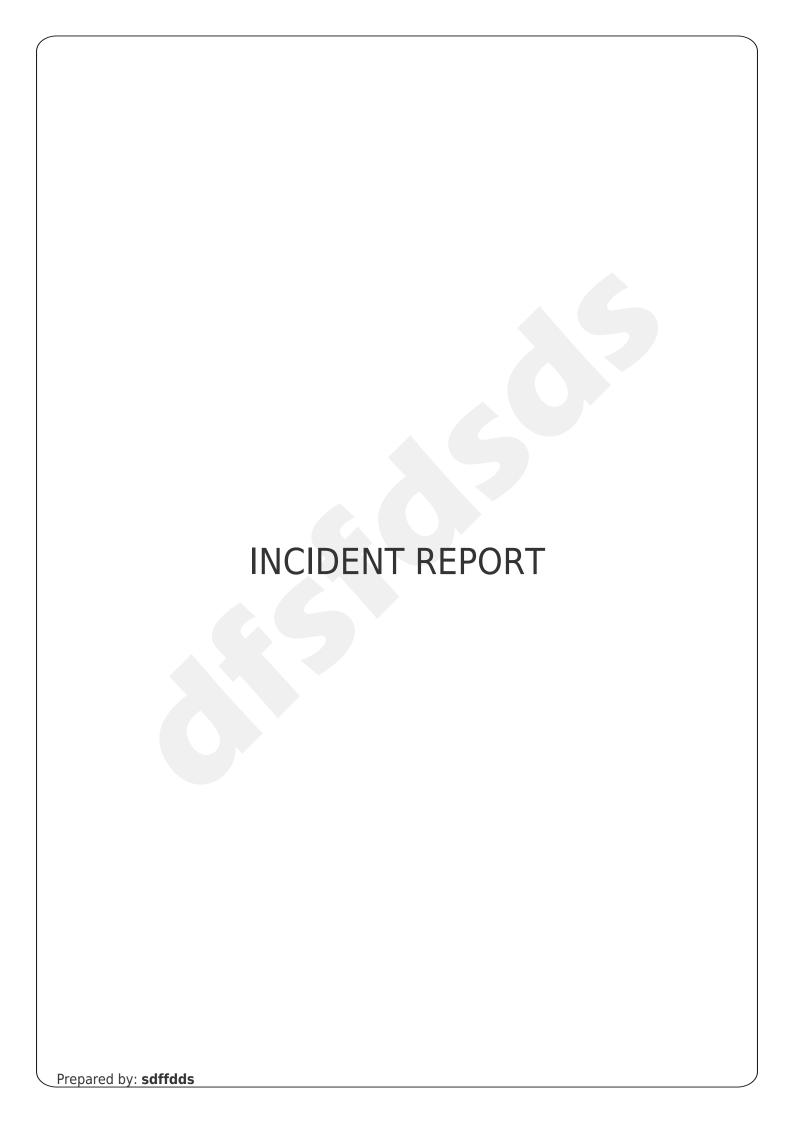


General Infos

Month: September 2019

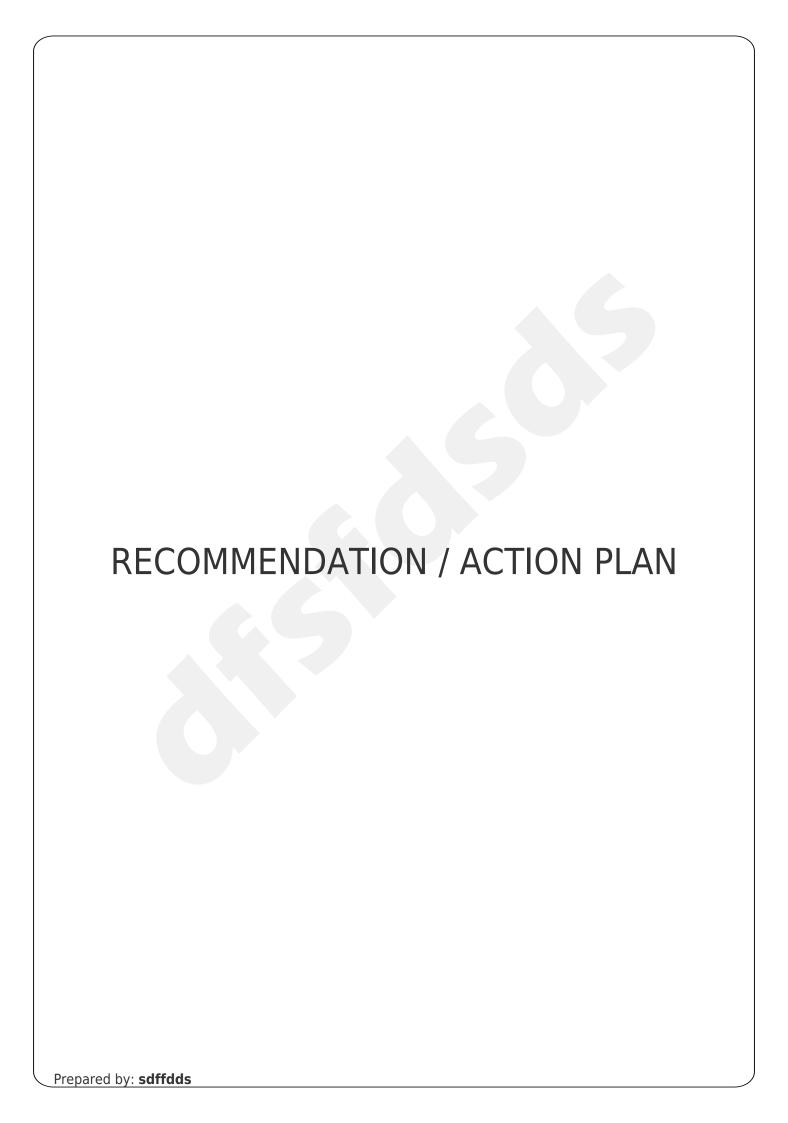
#	Date	Info Description	Remarks
		No record found	

Prepared by: sdffdds



Incident Report

#	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 aircondd dropped and broke the floor	Mont kiara	Yes	Owner is informed of incident and floor is quarantine



Recommendation / Action Plan

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



Asset Service Schedule

Month: September 2019

Descrip	Dates									
tion	010203040506070809101112131415161718192021222324252627282930									
	No data found									

N Scheduled but not serviced



