



MAINTENANCE AND ACTION LIST

REPORT COMPILED FOR:

Date: 31/10/2023

ATTN: Example Body Corporate

19 Example St, Sea Point, Cape Town, 1234

REPORT COMPILED BY

Mercury Property and Project Management





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EXAMPLE MAINTENANCE AND ACTION LIST						 mercury				
Baseline repair list						Quotation				
Item	Picture	Description	Priority	Reasoning	Date Identified	Supplier	Value	Management cost (10%)	Total cost of repair	Comments
1		Delaminated paint on stairs all around	H	Causing waterproofing issues below	05/11/2023	Into the woods	R4 650	R465	R5 115	Waterproofing not guaranteed
2		Rotten wood on door. Door requiring replacement	M	Affecting section usage	10/09/2023	Aslam	R9 800	R980	R10 780	Not including new hardware
3		Firmount boundary wall cracked and damaged. Recondition with new soft joints added	H	Structural concerns	10/09/2023	Mode Maintenance	R9 420	R942	R10 362	Aesthetic repair, could come up again in future
						Total cost (VAT incl.)			R26 257	