

October 31, 2024

BLUE WREN HOLDINGS PTY LTD TRADING AS

CIVIC

SHOWER SCREENS
& WARDROBES

1 Freight Street, Yatala, QLD 4207
PO Box 6045, Yatala DC, QLD 4207
ABN: 86 100 720 741
QBCC Licence No. 1155348

P. (07) 3441 7777
F. (07) 3441 7711
W. www.civicscreens.com.au
E. reception@civicscreens.com.au

CIVIC SHOWER SCREENS & WARDROBES

Shower Screens & Mirrors Operation and Maintenance Manual

Project: THE MALO – 8 Jubilee Ave Broadbeach

Blue Wren Holdings Pty Ltd
T/As Civic Shower Screens & Wardrobes
PO Box 6045, Yatala, 4207 Queensland
Phone: 07 3441 7777
Company ABN: 86 100 720 741

1. Introduction and Emergency Contacts

1.1 Purpose

Civic Shower Screen & Wardrobes welcomes you to; The Malo

Civic Shower Screens & Wardrobes has carried out the design and construction of Shower Screens, Wardrobes & Mirrors.

This Operation and Maintenance Manual has been prepared to provide guidance and recommendations to assist.

- Users of the building
- Managers of the building and services
- Employees who carry out maintenance, repairs, or new works within the building in the understanding, running and maintenance of the services installed

We strongly encourage you to become familiar with the information contained in this and the other manuals provided for The Malo - 8 Jubilee Ave Broadbeach

1.2 Company & Relevant Subcontractor Details

The following schedule provides a listing of the subcontractors employed by Civic Shower Screens & Wardrobes and what levels, scope and their normal business hours contact details and out of hours emergency telephone numbers:

Company / Subcontractor	Scope	Levels	Business Hours Contact Details & Personnel	Out of Hours Contact Details & Personnel	Mobile Phone for Emergency Call Out
Civic Shower Screens & Wardrobes	Installation	N/A	9am – 5pm 0434 435 305	Stefan Styles – 0418 752 192	0418 752 192
Civic Shower Screens & Wardrobes	Warranty & Defects		7am - 3pm 07-3441 7779 0493 075 906		
Civic Shower Screens & Wardrobes	Reception	N/A	8am – 4pm 07 3441 7775		

1.3 List of Equipment and Suppliers / Manufacturers

The following schedule provides a listing of all service equipment installed by the Contractor and the suppliers / manufacturer's contact details:

Equipment	Equipment Supplier / Manufacturer	Business Hours Contact	After Hours Contact	Mobile Phone
Shower Screens	Civic Shower Screens	07 3441 7778	Stefan Styles	0418 752 192
Mirrors	Civic Shower Screens	As Above		
Wardrobes	Civic Shower Screens	As Above		

Section 2 *Description of Works*

Civic Shower Screens & Wardrobes undertook the shower screen, wardrobe doors & mirror package which generally includes the following items below. The area of each portion of work has been specified in this list below.

Shower Screens.

- All Shower Screens to be Semi – frameless
- Shower screen hardware in consistent with the Architects specifications; polished chrome finish or similar approved.
- Supply & fit shower channels (to accommodate glass) to walls and floors.
- Supply & fit water deflector strips to base of doors.

Wardrobe Doors

- All wardrobe Doors are to be frameless design, or approved equivalent
- Wardrobe doors to have mirror glass and colour back glass doors (white glass)
- Allow for all fixings, tracks, guides, handles, stops, packers, trim etc.

Mirrors

- Mirror to be wall mounted, frameless with polished edges.
- Sealant and backing rods to all mirror perimeters where required to maintain a flush finish and prevent water ingress.

Section 3 Operation & Maintenance Procedures

This section shall include all maintenance requirements to maintain warranty periods and fully comprehensive details in respect of:

- Cleaning procedures for all elements
- Replacement procedures
- Regular cynical preventative maintenance procedures to avoid damage.
- Inspection and lubrication requirements
- Repair procedures in the event of damage.
- Washing methods, including the frequency and the method of washing required etc.

Section 3.1 Maintenance Schedule

The following schedule provides a listing of items that will require both preventative and regular maintenance and the recommended frequency and method. This list will also include items listed as Inspection Assets that require regular maintenance / inspection under the Australian Standards etc. Recording of scheduled maintenance must be maintained.

	Frequency			
Activity Equipment	Weekly	Monthly	3 Monthly	6 Monthly
Shower Screens	✓			
Mirrors	✓			

BLUE WREN HOLDINGS PTY LTD TRADING AS

CIVIC

SHOWER SCREENS
& WARDROBES

1 Freight Street, Yatala, QLD 4207
PO Box 6045, Yatala DC, QLD 4207
ABN: 86 100 720 741
QBCC Licence No. 1155348

P. (07) 3441 7777
F. (07) 3441 7711
W. www.civicscreens.com.au
E. reception@civicscreens.com.au

MANUFACTURERS PRODUCT WARRANTY & GUARANTEE

Business Name: Morris Property Group

Project: The Malo – 8 Jubilee Ave, Broadbeach

WARRANTY AND TERMS

- Shower Screens 10 Years
- Mirrors - Powder 5 Years
- Wardrobes 1 Year

CONDITIONS

If a fault in the product during the term of warranty which is due to poor workmanship or materials, Civic will either repair or replace the product (at its discretion) at no charge to you, during normal working hours.

The warranty applies to the original residential purchase only and is not transferable. Satisfactory proof of purchase date must be furnished at the time of notification of defect for any claim under warranty to be enforceable.

A charge will be applied for a service call made where the Civic product is not faulty.

The warranty is in addition to and in no way limits, varies OR excludes any express or implied rights and remedies under any relevant legislation in the state or territory of sale.

EXCLUSIONS

This guarantee does not cover the following:

- Damage resulting from unauthorised installation, or alteration and/or modification of the product
- Misuse or abuse of the product
- Damage caused by acts of God such as fire, flood, storm and tempest.
- Civic will not be liable for any incidental or consequential loss or damage arising from the installation OR operation of the product and/or failure of any part for any reason whatsoever.
- Normal wear and tear of the product.
- Cleaning and maintaining the product, otherwise than in accordance with the instructions overleaf.
- Component hardware beyond the warranty period offered by the manufacturer.
- Mould growth on silicone
- Glass breakage
- Product that is not fully paid for
- Slight colour variations on metal finishes
- Glass bows and imperfections with tolerance according to Australian Standards AS2208-1996

Care of your Civic Product

Cleaning & Maintenance

Shower Screens:

We recommend using NFK Glass Cleaner. Follow directions as outlined on the product.

Alternatively, a 50/50 solution of white vinegar and water. Spray on your glass and leave for several minutes, then wipe down with a damp microfibre cloth. For best results rinse the shower screen with plain water when you're finished and dry using a rubber squeegee or soft dry cloth.

We recommend using a squeegee to wipe down your shower after every use to help reduce the build-up of soap-scum and mineral deposits.

Under no circumstances should harsh cleaners, alkaline solutions, blades, scrapers, abrasive or similar tools be used on any surfaces

Where there is a glass gusset brace / shelf installed, weight restriction of no more than 2kgs.

Mirrors:

We recommend using NFK Glass Cleaner. Follow directions as outlined on the product.

Alternatively, a 50/50 solution of white vinegar and water. Spray on your glass and leave for several minutes, then wipe down with a damp microfibre cloth. For best results rinse the shower screen with plain water when you're finished and dry using a rubber squeegee or soft dry cloth.

Under no circumstances should harsh cleaners, alkaline solutions, blades, scrapers, abrasive or similar tools be used on any surfaces

Sliding Robe Doors:

For mirrored insert robe doors, we recommend using NFK Glass Cleaner. Follow directions as outlined on the product.

For vinyl insert robe doors, these can be wiped down with a damp microfibre cloth

Ensure bottom robe tracks are kept clean and clear of any grit that can cause damage to the rollers

Under no circumstances should harsh cleaners, alkaline solutions, blades, scrapers, abrasive or similar tools be used on any surfaces

Built In Robe Shelving:

Can be wiped down with a damp microfibre cloth

Under no circumstances should harsh cleaners, alkaline solutions, blades, scrapers abrasive or similar tools be used on any surfaces

Weight restriction on top shelf is to be no more than 50kg

All products are manufactured and installed in accordance with Civic Shower Screens & Wardrobes' recommendations.

Kind Regards

Stefan Styles
General Manager