



## Guideline for Visual Inspection of Balconies

| Step                        | Action   |
|-----------------------------|--|
| <p>What is the problem?</p> | <p>The protective material which covers the floor of the balcony and overlaps the front edge of the balcony has become detached on one balcony that we know of.</p> <p>Further balconies may suffer the same separation.</p> <p>This gradual deterioration can become a water catchment area which collects moisture and rust may start to form. This is particularly so as 54-66 Willis Street has a medium to high risk of windblown salt spray.</p> <p>If left to continue the deterioration could affect the integrity of elements of the building.</p> <p>The photo below illustrates the problem. Note: not all balconies have glass frontages so may look different to this.</p>                   |
| <p>Who is responsible?</p>  | <p>The balcony is part of the Ownership Title for the unit and as such owners are responsible for their care and maintenance.</p> <p>5.2 It is noted that under section 138(2) of the Act the Body Corporate is required to maintain, repair, or renew all building elements and infrastructure that relate to or serves more than one Unit. Therefore, where the balcony of a Unit is contained solely within that Unit, it is the responsibility of that Unit Owner to maintain the balcony of their Unit in a state of good repair.</p> <p>The Body Corporate Facilities Manager can provide information as to who to contact for advice and will act for the Body Corporate in ensuring the repair has been carried out and evidence provided by the unit owner, to be kept on file.</p> |
| <p>Step One</p>             | <p>Unit owners should carry out regular inspections of their balconies to look</p>   |

|   |   |
|---|---|
| <p><b>Inspection</b></p>                          | <p>for any deterioration, and most importantly if moisture has seeped into the breach and rust has started to form.</p> <p>The earlier the deterioration is detected the damage is likely to be cause and thus the less expense to the unit Owner.</p> <p>A photograph/s of the rupture should be sent to the Body Corporate Facilities Manager as an initial notification.</p>   |
| <p><b>Step Two<br/>Temporary<br/>Repair</b></p>   | <p>A temporary repair should be made by the unit Owner, or their agent, as soon as possible after detection.</p> <p>It need not been overly sophisticated but sufficient to stop more moisture flowing in and the accumulation and spread of rust.</p> <p>The temporary repair can at a simplistic level involve packing plastic/film into the gap or filling the gap with silicone. The gap should then be covered with tape, whether gaffer, masking, electrical tape etc, which has a sticky surface one side and non-absorbent on the other.</p>  |
| <p><b>Step Three<br/>Permanent<br/>Repair</b></p> | <p>The Owner should seek advice and consider options for repair, in consultation with the Facilities Manager if necessary.</p> <p>Should the separation of the linings be small, no water seepage detected or rust, then repairs can be made if appropriate materials are at hand.</p> <p>There may be a need for a waterproof membrane expert to provide advice and if so, the Owner will need to enlist this service, keeping the Body Corporate Facilities Manager informed as they proceed with this.</p> <p>Where the separation is more serious and resembles that which is reflected in the photo then a competent repair person will need to be employed.</p> |
| <p><b>Step Four<br/>Sign Off</b></p>              | <p>Once completed photos and written detail of the repair from the repairer will need to be provided to the Body Corporate. This will be considered by the Management Committee and when they are satisfied, kept on file.</p>  <p>Photo showing repaired balcony floor.</p>  |