



Brunsfield Real Estate provides an all-encompassing range of exquisite management options to ensure your luxury property is well-maintained and continues to appreciate in value.

SCOPE OF SERVICES

- A. Brunnsfield Real Estate integrates with and provides Property Management advice to owners (developers) and project management teams to achieve the following:
- Cost effective maintenance
 - Cost effective servicing
 - Effective security and car park control
 - Design flexibility to accommodate technological developments
 - User friendly environment/effective signage & proper provision of space to accommodate Management facilities equipment and personnel.
 - We determine optimum on site management organization and staffing establishing levels of remuneration. etc.
 - We prepare budgetary estimate of operational expenditure and calculate rents, service charges and management fees
- B. We set - up accounting systems for:
- Issuance invoices for rents, service charges , management fees, quit rent, Insurance,
 - Utility charges and management, sinking fund,.etc.
 - The collection of rents, service charges, management fees, quit rent, insurance, utility charges, sinking fund .etc.
 - Credit control
 - Purchasing and inventory control
- C. Determine the optimum on-site management organization and staffing, establish level of remuneration, recruit personnel, devise and implement training programmes.
- D. Prepare and provide the Owner with annual budgetary estimates of operation expenditure and calculation of service charges and management fees.
- E. Determine the required service and supplies from the service providers e.g. Cleaning, security, refuse collection, car park equipment maintenance, mechanical & electrical system maintenance.
- F. Prepare tender specification and documents tender out, analyze returned tenders, negotiate tender prices, recommend/select contractors.
- G. Prepare an "Owner's Handbook" containing all rules and regulations governing occupation and use of building, car parks, recreational facilities, etc
- H. Formulate and undertake effective equipment maintenance to extend the life cycle of equipment.

- I. Formulate management policies, goals and objectives for the development. Formulate management systems for day to day operation, including:
- defects and incident reporting
 - emergency repairs
 - complaints “hot-line”
 - fire evacuation
 - entrance and exit control
 - effective communication, etc.
- J. Review insurance cover and determine adequate levels of insurance annually for:
- reinstatement of building, fixtures and fittings
 - damage of buildings
 - damage and loss of property
 - injury to third parties, loss and damage to third party property
 - Owners and Property Manager’s indemnity
 - Injury to visitors, contractor etc.
- K. Supervise the performance of service providers and ensure all contract terms are met. Determine and monitor the equipment replacement program.
- L. Prepare annual income and expenditure budgets; determine service charges and reserve fund provision; audit of accounts.
- M. Attend to emergency repairs.
- N. Administer service charges and management fee collection and account to the owner.
- O. Supervise service fund management.
- P. Supervise implementation of day-to-day management operational systems.
- Q. Maintain close liaison with occupants; render all possible assistance and develop community awareness and spirit.
- R. Advise on improvements, additional facilities, etc. with costing to maintain the quality and standing of the building.
- S. Ensure all health, safety and fire regulation requirements are maintained.
- T. Maintain computer database.
- U. Such other services as both the Owner and the Property Manager may agree to in writing.
- V. Maintenance Services of physical assets is an ongoing process. Brunfield Real Estate Management Sdn Bhd adopts and carries out a certain strategy in implementing its maintenance services involving the following:

Custodial Maintenance - The carrying out of day-to-day routine maintenance activities.

Planned Maintenance - Planned maintenance is the process of identifying maintenance requirements in key high cost categories through ongoing survey of properties .These categories are separate from day-to-day maintenance.

Corrective Maintenance - Repairs and restoration after problems are identified but before major breakdown or emergencies occur. Building components are susceptible to breakdowns and may need corrective maintenance, regardless of the quality of the preventive maintenance program.

Preventive Maintenance - Scheduled inspections , service and repairs to minimize equipment life and reduce equipment breakdowns and service interruptions. These are works carried out at predetermined intervals or to within prescribed criteria and are intended to reduce the probability of failure or the performance degradation of a system. Careful preventive maintenance eliminates corrective and emergency repairs later.

Emergency Maintenance - Correction actions that must be taken immediately to protect life, health and property. Preparation for an emergency should begin during site selection, development and property negotiation.