



Notice to Maintenance Contractors

Please be advised that we are implementing a new logbook system to record essential services maintenance.

This new system is called "Verified" and has been developed to assist with compliance of State Building Regulations. It does not require any change to current maintenance regimes, although it does affect the way your staff will record maintenance activity. As such, all maintenance contractors are advised that they must make themselves fully aware of the system and how it operates.

Currently, maintenance contractors supply their own logbooks to record maintenance activity. Verified will replace these logbooks with new purposed designed logbooks that allow the maintenance sheets to be electronically scanned.

These new logbooks are based on existing Australian Standard and local Building Regulation requirements, and should provide technicians with minimal variation, if any, to the old logbooks.

The logbooks come in triplicate as per the existing logbooks. The white original copy is to be filled in as per the instructions printed on the inside of the logbook cover. This ORIGINAL (white) copy is to be removed from the book and placed in the prepaid self addressed envelope supplied with the logbook.

Each technician is required to ensure that this envelope is posted in an Australia Post post box on the day of the test. This will deliver it to Verified for processing.

The second green copy can be removed for the contractor's records, with the third blue copy remaining in the logbook as the building / site copy.

The logbook sheet will be optically scanned with the information converted into an electronic format. This data is then analysed by Verified's database to ensure that all tests are complete, with notification of exceptions and defects reported to us.

Records are then readily stored and retrieved to show that all maintenance has been completed, and State essential service requirements are met.

Further Information:

If you require any further information, please contact Verified on:

Phone: 1300 133 950
Email: email@verified.com.au
Website: www.verified.com.au

Address: Verified
PO Box 181
Glen Iris 3146
