

# Building and Asset Services (BAS)

## Site Attendance – Notification to Property Owner / Manager

BAS representative (name) \_\_\_\_\_ has attended this site

On (date) \_\_\_\_\_ at (time) \_\_\_\_\_ as part of the BAS Disaster Response to undertake a limited visual preliminary inspection for the purposes of identifying the damage and any obvious hazards on the site and the level of resources required for rectification works and to determine any requirement for specialist consultant investigations.

**The preliminary inspection was limited to the external areas of buildings, structures and grounds only, and/or included the following internal buildings/structures: \_\_\_\_\_**

### It is our observation that:

- No obvious visible damage and/or hazards were identified during the preliminary inspection. However this does not mean the site is free from all damage and/or hazards. Please exercise caution and call immediately if any concerns arise.
- The following damage and/or **potential hazards** were identified during the preliminary inspection. **Do not enter**. Call BAS immediately.

**Please contact your local BAS office on** \_\_\_\_\_

Or alternatively, please contact me on (phone) \_\_\_\_\_