

Juristic person management services

In BaanCare, we are proud to offer experienced Juristic Person Manager and Building Management services for Condominiums in order to operate with high-quality for the benefit of the owners and according to the all aspects of Condominium act. Juristic Person management duties in Thailand involves among others; implementing the policy set by Condominium Committee, day-to-day management of Condominium, taking care of Condominium payments, liabilities, and in all manners to act for the benefit of the co-owners.

BaanCare provides all Juristic person management services under one roof, including full time Juristic Person manager service. If the condominium already has a working Juristic Person manager, we can alternatively supply the Building management services to support the current Juristic Person manager to the extent that is mutually agreed based on the current need and desire.

Most common Juristic Person Management services include at least following:

Daily:

- Approval and payment of outbound invoices
- Approval and payment of minor purchases
- Approval and follow-up of minor repairing and maintenance tasks
- Customer service
- Coordinating with stakeholders and 3rd parties

Monthly:

- Monthly income/expenditure report
- Coordinating with accounting
- Invoicing monthly payments
- Bank matters
- Debt collecting

Yearly:

- Annual budget and operation plan
- Committee meetings and its action points
- Annual General Meeting, and possible subsequent and/or extraordinary meetings
- Annual balance sheet and profit/loss statement
- Registration of meeting records to Land Office

Common area cleaning services

Usually common area cleaning services to Condominium consist at least of following:

Daily (3-7 times per week):

- sweeping and mopping of floors in public areas
- cleaning glass doors and mirrors if necessary
- emptying trash cans and ash trays in public areas
- public area toilet room floors, hand wash basin and toilet seat wash,
- elevator floor cleaning
- removing trash from garage

Weekly (1-2 times per week):

- stairway cleanings with mop
- cleaning of elevator mirrors, walls and railings
- railings in common areas
- rinsing of public saunas with water
- dust wiping of gym equipment

Monthly:

- common area window cleanings (indoor)
- corridor deep wash by floor cleaning machine
- garage cleaning with pressure pump etc.

Yearly:

Big spring cleaning once a year, cleaning the following:

- All floors, including machine wash
- All walls (and ceilings if necessary)
- Swimming pool areas completely (including tiles if possible)
- Toilets and showers (walls, and everything)
- Lifts
- Doors
- All windows that possible
- Swimming pool glasses (around pool, and all pool area glasses)
- Fire exit stairways and windows
- Gardens (gardeners/technician)
- Parking areas (gardeners/technicians)
- Seams and all other dirty stains on floors, walls, etc
- All furniture in swimming pool and sun deck areas
- Everything else that seems to be dirty and need to be cleaned

Technician services

The need of technician services is at some extent condominium specific. Thus, these are always negotiated separately based on current need. However, most common standard service delivery - that is common with most of the buildings - include daily inspections in accordance with the content below. In connection with the inspection, small work is carried out to replace worn parts, such as replacing a burnt-out lamp, etc., at no additional charge. For each day, approximately one hour is allocated to these tasks depending on the situation. All major maintenance work / tasks that require more than 30 minutes of work, and all materials are charged separately. Standard technician tools and equipment are included.

Daily:

Technical check-up:

- water pumps and control panels
- electrical systems, electrical switchboard, fuses
- inspection of the fire alarm system
- generator inspections
- inspection of burglar alarm systems
- checking the lights and replacement of bulbs
- Exit sign functionality check

Monthly:

- water and electricity meter readings

Gardening services

Most common gardening services to Condominium consist at least of following:

Daily:

- watering plants, grass and trees
- cut plants and flowers
- clean dry leaves, etc.

Weekly:

- Cutting lawn and trees
- Wash common area paths

Monthly:

- Wash garage
- Wash garbage bins

Security services

The need of security services is also usually condominium specific. In BaanCare security services are available under both 12-hour (night security) and 24-hour (24-hour) contracts. The guard's duties / program is planned together with the house as needed. Security services are often provided in cooperation with our selected 3rd party partners. Please ask for more details.

Daily:

- Security service according to the agreement 12-24 h, ask also for shorter periods,
- Guards performing walkarounds in the building according to the agreed schedule,
- guard report

Additional services:

- Monitoring of parking permits
- Locking unauthorized cars and motorbikes
- Additional resources