



90 TERRACE ROAD
EAST PERTH, WESTERN AUSTRALIA

CONTRACTOR INFORMATION & SITE INDUCTION

Working at Adagio

Everything you need to know before you attend site — prepared for every contractor, trade and supplier working within our community.

ADAGIO APARTMENTS, PERTH

EDITION 2026

01 — WELCOME

Good to have you with us.

Adagio is home to hundreds of residents. The work you do here — quietly, carefully, well — is part of what makes this building feel the way it does.

Every trade, technician and supplier who steps onto our property becomes part of the Adagio experience, whether you're here for an hour or a month. Residents notice a well-run building. They also notice a contractor who knows exactly what they're doing.

This publication tells you what to expect, what we expect of you, and how to get your work done with the least friction and the most respect for the people who live here.

We've kept it short, practical and honest. Read it before your first visit, and keep it handy on the days you're on site.

— The Adagio Building Management Team

02 — ABOUT ADAGIO

A residential community, first.



Adagio Apartments is a premium residential building at 90 Terrace Road, East Perth — home to owner-occupiers, long-term tenants and their families.

It's an occupied building, every day of the year. There's no such thing as an empty site here — residents are coming and going while you work.

That single fact shapes everything in this publication. Residents always come first, and every guideline that follows exists to protect their comfort, safety and property.

Building type	Residential apartments	Occupancy	Fully occupied	Management	On-site Building Manager
Location	East Perth, WA	Levels	Podium + towers	Access	Controlled, sign-in required

03 — BEFORE YOU ARRIVE

Come prepared, and it's a five-minute start.

Most delays on site come down to one missing document. Sort these before you leave the workshop.

Book your visit

- ◇ Confirm your booking with the Building Manager at least 24 hours ahead.
- ◇ Provide the nature of works, expected duration and number of workers attending.
- ◇ Ask about lift bookings if you're moving equipment or materials.

Have your paperwork ready

- ◇ Current Certificate of Currency for Public Liability Insurance.
- ◇ Valid trade licence or registration for the relevant works.
- ◇ White Card, current and on your person.
- ◇ A signed JSA/SWMS and SDS, sent to the Building Manager at least 24 hours before you start.
- ◇ Any Adagio Permit to Work required for the task — see "High Risk Work".

BUILDING MANAGER

All bookings, approvals, inductions and permit questions are handled by the Adagio Building Manager. **Name:** Paul Goodheart **Mobile:** 0432 569 256 **Email:** buildingmanager@adagioapartments.com.au **Hours:** Monday–Friday, 8am–4pm.

SITE INDUCTION

Every contractor must complete an Adagio Site Induction with the Building Manager before starting work, and sign to confirm they understand it. First-time on site, or haven't been inducted recently? Book this when you confirm your visit.

What to bring

Photo ID

PPE for your trade

Signage / barricades if required

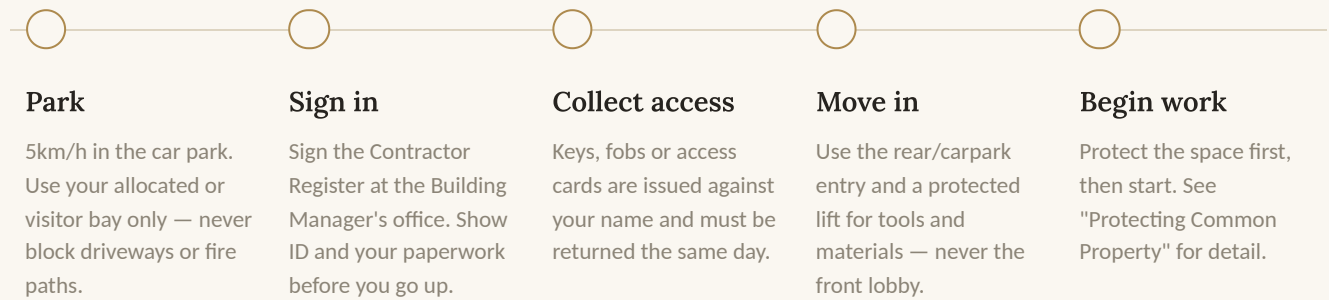
Floor & lift protection materials

Your own waste bags

Printed or digital SWMS

04 — ARRIVING AT ADAGIO

From the gate to the job.



Deliveries & loading

- Materials and equipment enter via the carpark/rear entry — never the front lobby.
- Small parcels go to the Mail Room, 8am – 4pm only.
- Carpark height limit is 2.1m.
- Materials aren't stored in common areas — bring only what you need for the day.

Working hours

- Set-up only from 7.30am, once the Building Manager is on site.
- Tool and equipment noise: 8.30am – 5.00pm, Monday to Friday.
- Off site by 5.00pm. No contractor noise on weekends, at any time.

LIFT BOOKINGS

Moving furniture, plant or equipment? Book a protected lift with the Building Manager at least 48 hours ahead via Building Link. Lift protection must be fitted before you load anything — lift doors are never to be held or chocked open.

05 — WORKING AT ADAGIO

You're a guest in someone's home.

Professional conduct is what separates a contractor residents welcome back from one they complain about.

What we expect

- Wear clean, identifiable work wear.
- Keep noise to a minimum, especially before 8am.
- Control dust — seal doorways and use extraction where needed.
- Greet residents politely; give way in shared spaces.
- Keep your work area tidy throughout the day, not just at the end.

Not permitted

- Smoking, vaping, alcohol or recreational drugs anywhere on the property.
- Playing music without headphones.
- Bringing children, pets or unauthorised visitors on site.
- Using resident facilities — pool, gym, lounges — at any time.
- Photographing residents, their apartments or belongings.

If a resident raises a concern with you directly, listen, stay courteous, and refer them to the Building Manager if it's outside your control. Never argue with a resident on site — escalate instead.

Working unsafely or unacceptably will get you asked to stop, and possibly to leave site — which can put your company's current and future work at Adagio at risk. If you're on prescribed medication that could affect your work, tell the Building Manager privately; it's kept confidential.

06 — PROTECTING COMMON PROPERTY

Leave it better than you found it.

Protect before you start

- ◇ Fit lift protection blankets before moving tools or materials.
- ◇ Lay floor protection along your full travel path, not just the work area.
- ◇ Pad corners and door edges in corridors you'll pass through repeatedly.
- ◇ Photograph the condition of common areas before you begin work.

Leave it clean

- ◇ Remove all waste from site the same day — never leave it in common areas overnight.
- ◇ Sweep or vacuum your work area and access path before you leave.
- ◇ Wipe down any surfaces marked during the works.
- ◇ Photograph the completed area to confirm its condition.

IF SOMETHING IS DAMAGED

Report it to the Building Manager immediately — the same day, not at your next visit. Early, honest reporting is always looked on better than damage discovered later. See "Before You Leave" for the full process.

Fire doors, exits and fire equipment are kept clear at all times — not even briefly blocked by tools, materials or waste. If Building Management finds a work area left in an unacceptable state, the cost of cleaning or rubbish removal will be charged back to your company.

07 — SAFETY EXPECTATIONS

Safe work is simply how we work here.

- ◇ **Housekeeping.** Keep tools, leads and materials clear of walkways at all times.
- ◇ **Emergency exits.** Never block a fire exit, fire door or fire equipment, even briefly.
- ◇ **Manual handling.** Use trolleys and get a second person for anything heavy or awkward.
- ◇ **Electrical safety.** All leads and equipment tested, tagged and in date. Power tools guarded, plugged into an RCD, and never left unattended. No double adaptors, ever. Repairs only by a licensed electrical contractor, with the circuit isolated first.
- ◇ **Working at height.** Anything above 2 metres is a fall hazard. Use a work platform with a deck of at least 450 × 450mm, and maintain three points of contact at all times. Ladders must meet AS 1892.
- ◇ **Hazard identification.** Flag anything unsafe to the Building Manager as soon as you see it.
- ◇ **Incident reporting.** Report every incident or near-miss, and complete an incident report, on the day it happens.
- ◇ **Stop Work Authority.** Anyone — you, another contractor, a resident — can stop work they believe is unsafe. No exceptions, no pushback.

STOP WORK AUTHORITY

If you see something unsafe, you have the authority — and the responsibility — to stop work until it's resolved. This applies to your own work and anyone else's. Report it to the Building Manager straight away.

These expectations sit alongside, not instead of, your own duties under WHS legislation and your employer's safety systems.

08 — HIGH RISK WORK

Some work needs a green light first.

If your task involves any of the following, it needs prior approval from the Building Manager before you start — every time, no matter how routine it feels to you.

Working at heights	Hot works	Confined spaces	Electrical isolation	Hazardous substances
Penetrations & core holes	Asbestos-affected areas	Plant & machinery	Crane operations	Excavation

Adagio's Permit to Work system

Four of these are covered by a formal Adagio Permit to Work, issued by the Building Manager and numbered against your job. Each one must be completed and signed off before work begins, and closed out — area made safe, tools removed — before you finish.

Hot Work Permit	Cold Work Permit	Confined Space Entry Permit	Working at Heights Permit
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Before approval

Speak to the Building Manager as early as possible — ideally when you first book the job, not on the morning you arrive. Isolating any building service (electrical, gas, water, air conditioning, fire) needs at least one week's notice.

What this publication doesn't cover

This page tells you when to ask, not how to work safely. Your own SWMS, licences and statutory obligations still apply in full, and take precedence over anything written here.

09 — EMERGENCY INFORMATION

Know this before you need it.

IN AN EMERGENCY

Emergency services first. Always.

LIFE-THREATENING
EMERGENCY**000**

Fire, ambulance, police

BUILDING MANAGER

0432 569 256Paul Goodheart · Mon–Fri,
8am–4pm

AFTER HOURS

0432 569 256Same mobile — leave a
message

ASSEMBLY POINT

Langley ParkMuster point for the whole
complex

If the alarm sounds

- ◇ Evacuate — even if you think it's a false alarm.
- ◇ Leave by the nearest fire exit and stairs — never use the lifts.
- ◇ Close the door behind you if you can, to help contain any fire.
- ◇ Proceed to the assembly point at Langley Park and remain there until Emergency Services give the All Clear.

If someone is injured

- ◇ Call 000 immediately for anything serious.
- ◇ Notify the Building Manager as soon as it's safe to do so.
- ◇ Don't move an injured person unless they're in immediate danger.
- ◇ A defibrillator is on Level 1, wall-mounted near the Gym entrance.
- ◇ Complete an incident report before you leave site that day.

10 — BEFORE YOU LEAVE

Finish as well as you started.

A good finish takes ten minutes and saves everyone a phone call later.

- ◇ Remove all waste and packaging from site.
- ◇ Clean your work area and the path you used to reach it.
- ◇ Remove floor and lift protection once it's no longer needed.
- ◇ Return keys, fobs or access devices to the Building Manager.
- ◇ Report completed works to the Building Manager.
- ◇ Report any defects you've noticed, even outside your scope.
- ◇ Report any accidental damage immediately — don't wait until your next visit.
- ◇ Sign out on the Contractor Register at the Building Manager's office.

A NOTE ON DAMAGE

Accidents happen. What matters is telling us straight away. A contractor who reports damage honestly and promptly will always be welcomed back — one who doesn't, won't be.

11 — CONTRACTOR DECLARATION

Before you head up for the first time.

By signing below, I confirm that I have read and understood *Working at Adagio*, and that I will follow the expectations it sets out while working at 90 Terrace Road, East Perth.

This publication is an information guide. It does not authorise work of any kind, and reading it does not replace the formal Adagio Site Induction, which every contractor must still complete and sign with the Building Manager. It also does not replace the permits, licences, insurances, Safe Work Method Statements or Building Manager approvals required for your specific task, and does not remove any statutory obligation that applies to you or your employer.

NAME (PRINT)

COMPANY

SIGNATURE

DATE

QUICK REFERENCE

Keep this page on your phone.

CONTACT

DETAIL

Emergency services

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Building Manager — Paul Goodheart

0432 569 256 · buildingmanager@adagioapartments.com.au

After hours

0432 569 256 — leave a message

Assembly point

Langley Park

Site address

90 Terrace Road, East Perth WA

Contractor hours

Set-up from 7.30am · Tool noise 8.30am–5pm Mon–Fri · No weekend noise

Before you arrive

Insurance · Licence · White Card · SWMS · Booking confirmed

Before you leave

Waste removed · Area clean · Access returned · Signed out



ADAGIO APARTMENTS
90 TERRACE ROAD, EAST PERTH WA