

BUILDING MANAGEMENT (BM) NOTICES

GUIDE & TEMPLATES



The key benefits of having a Smart Display installed in your building's lobby, lift, garage or common area:

The Smart Display replaces old style messy and often cluttered notice boards with digital on-screen technology. Smart Displays work with Building Management to ensure the 43" HD screens are well appointed for residents and visitors alike. The content is structured to mimic the familiar layout of a smart phone, to inform of essential building information, community messages, localised broadcasts, events info and dynamic live content, e.g. Daily weather, Date, Time, National & Local News/Headlines.

COMMUNITY / CONSUMER BROADCAST

BM NOTICES

DATE, TIME (NZST), WEATHER
Dynamic content

NEWS HEADLINES
Scrolling up to the minute news headlines, inc business, sports & breaking news

FEATURE BROADCAST
1080(w) x 1290(h) pixels
Community events, charity and sponsor messages - still, motion graphics and/or video ALL supported

BUILDING MANAGEMENT
1080(w) x 437(h) pixels
BM Notices provide the body corporate team with the critical platform to communicate and alert residents and guests

SMART DISPLAYS
Contact information



Key benefits

CHECK LIST:

Building Management Notices - examples:

- ▶ Display important national information, e.g. Covid-19 notices, Extreme Weather warnings, etc
- ▶ Do's/Don'ts, e.g. No Smoking, No Drinking in Common Areas, Keep Balconies Tidy, etc
- ▶ In The Event of a Fire - where to go, what to do, e.g. evacuation procedure, lifts, etc
- ▶ Building amenities and locations, e.g. Pool, Gym, Office, Mail room, Laundry
- ▶ Advise of planned / current building work complying with OSH regulations
- ▶ Managers contact details, work hours and office location
- ▶ After hours call out services, e.g. Security, Noise Control, Lock Out
- ▶ Important shut down service notices, e.g. water, power, pool, gym, garage door
- ▶ Bi-annual Sprinkler or Smoke alarm apartment inspections
- ▶ Lost & Found messages
- ▶ Building Services / Contacts e.g. Power, Internet companies used, etc.
- ▶ Includes weekly Building Management Service of additional notices or changes (no upload fee)

Additional Features & Information:

- ▶ Smart Displays latest digital hi-tech monitor screen(s) supplied free to your building
- ▶ Consumer & Event broadcasting, e.g. Auckland restaurants, things-to-do, special offers, shows
- ▶ Community Notices e.g. NZ Police (Remove Valuables, No Consent), NZ Blood Services, etc
- ▶ Q&A's if management unavailable / after hours; Keys, Fobs, etc.
- ▶ In the event of an EMERGENCY/URGENT NOTICE we will assist to air same day



Procedure

Building Management Notices Library, Airtime & Structure

Up to 15 notices scroll across the allocated building management screen area every 8 to 16 seconds OR 1 x notice if prioritised by the BM team, e.g. Power or Water shut down.

NB: Smart Displays will cover all building entrances and supply up to 3 x monitors free per development.

Every building is unique and has many different reasons for notices to be displayed.

IMPORTANT: The team at Smart Displays supply and install your monitor. Should it be damaged or tampered with the Smart Displays team will replace at no cost to the building.

Approval

NOW THE COMMITTEE HAVE DECIDED TO GO AHEAD WITH INSTALLING A SMART DISPLAY PLEASE ENSURE THE FOLLOWING CHECK LIST IS COMPLETED:

1. ☐ The Chairperson/Assigned Delegate has signed and completed the Smart Displays SERVICE AGREEMENT and forwarded to info@smartdisplays.co.nz
2. ☐ Agreement has been made on HOW MANY SCREENS are to be installed (at no cost) and clearly communicated where they are to be located
3. ☐ The management team will prepare the BM notices from Smart Displays supplied instructions and templates



Smart Display's **Rapid Response Service**

Helping to Save Lives



Unite against COVID-19

EMERGENCY ALERTS - Instant Communication

In such unparalleled times Smart Displays are proud to deliver Rapid Response digital signage across the Auckland network, reaching residents instantly with Alerts and Updates for high alert scenarios.

Smart Displays work alongside the governing bodies and building management teams to provide up-to-the-minute Covid-19 reports and response messages; from changes within the 4 Alert Levels to the health and safety guidelines and reminders.



Building Management Testimonials



**BODY CORPORATE
ADMINISTRATION**



BCA Ltd operates as the largest nationwide body corporate manager in New Zealand. We make extensive use of Smart Displays Digital Screens as they are invaluable for communication with residents, owners and visitors so everyone is familiar with the special features of any building.

The fast level of response from the team is faultless and they are an important tool for our company to facilitate communications between building management and occupants.

Paula Beaton
GENERAL MANAGER



Building Management Testimonials



**PACIFIC
PROPERTY
MANAGEMENT**



We use Smart Displays as an attractive and informative way to get information to our residents at the apartment buildings. We manage throughout the Auckland area, of which we currently have 29 under our management.

The Smart Displays team are great with communication, updating our information and advising us when needed.

Highly recommended.

Brenda Allen
GENERAL MANAGER



Building Management Testimonials



THAT'S IT PROPERTY MANAGEMENT



The team at Smart Displays is very accommodating and nothing has ever been a problem re updates or question on what can or cannot be displayed. They have been extremely helpful in creating some of our signs for us and giving us ideas and links to help do this. This has meant we do not need a messy notice board and allows us to give valuable information to all residents upon arrival in the building.

The main advertising section displays notices of local businesses, events and other informative information (e.g. Police and NZ Blood Services notices) to benefit the community.

I would highly recommend Smart Display within a commercial or residential setting.

Jurgen Dentener
BUILDING MANAGER



BM Notices - Templates & Guides

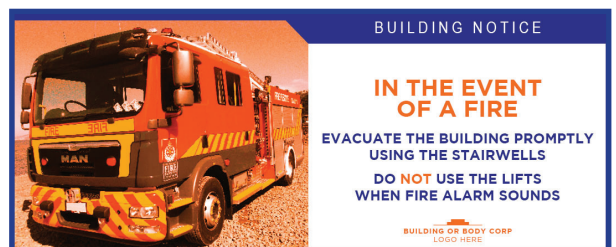
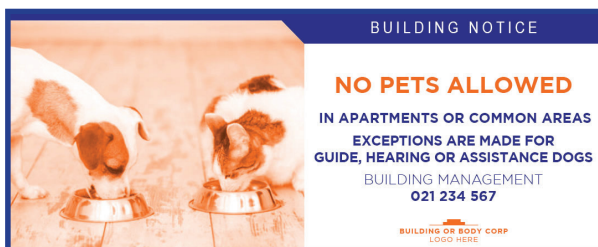
Set-up requirements and assistance by Smart Displays and the in-house creative team ... **for maximum impact**



YOUR BM NOTICES

- ⌚ Building Management notices rotate 24/7 on a continuous loop
- ⌚ The BM screen area is 1080(w) x 437(h) pixels
- ⌚ The Smart Displays creative team work with you to generate notices to suit your building & brand requirements

BM NOTICES - Template examples. See Smart Display's library for full set





Building Management Notice Guide/Template

Structure your notices to fit our template

- ▶ NB: The below example is a crafted template designed to build consistency and trust. The structure clearly separates Building Management notices from the screen area above.

Clear divider between
Feature space/ads
+ Building Notices

BUILDING NOTICE
header constant
within template

YOUR NOTICES
(content &
colours TBC)



Left half IMAGE
(colour TBC)

Right half COPY
max 20 words
(approx)

FRAME
(colour TBC)

Building and/or
Body Corp LOGO

 Default Smart Displays colour scheme

 Unless requested to match BM Group
and/or building brand guidelines



BUILDING MANAGEMENT

Additional template recommended
for BM team contact details.

NB: Replace with your own building
image upon request.



Your Building Management QR Code

- 🕒 QR code scanning is now available in the Building Management (BM) section. A QR code will provide easily accessible BM information and help save management time, repetitive phone calls, emails, photo-copying and excuses. This feature provides building information direct from management and is ideal for: Occupants of the building, Owners, Property managers, and Real estate agents.

Simply open the camera on your smart phone and point towards the designated QR code, positioned in the bottom right hand corner of all BM notices. You will be directed to your building's website/landing page. If you don't have a landing page then you can provide Smart Displays with a PDF document and we will generate a direct link via our Smart Displays website.

Example BM info to be made available:

- **Building Management contact details**
- **Body corporate contact details**
- **Building Rules**
- **Building Utility suppliers – power, internet, water**
- **After hours lock out services**
- **Noise complaint contacts**
- **Gymnasium & Pool hours/rules**
- **Where to find the Rubbish room/Pool/Gymnasium**
- **How to use the intercom system**
- **Moving in/out information**
- **Building maintenance work**
- **In the event of Fire procedures**
- **Covid-19 procedures/levels**
- **Nearest in Zone Schools**
- **In house property management (in certain cases)**
- **Suggested trades people to use**



QR code
example only



NB: The information that is made publicly available is the responsibility of Building Management. Smart Displays will provide QR code and link/upload at no charge one time per year plus update management/contact info as required. Charges may apply for additional changes.



Library Templates for creation

Simply send us your image and copy requirements:

1. Tick your preferred BM notices
2. Advise changes to copy and/or images in the space below
3. Send with BM and/or building logo + building photo

Please send to: liam@smartdisplays.co.nz



BM0 - Notes:

TICK BOX ☐



BM1 - Notes:

TICK BOX ☐

TICK BOX



BUILDING NOTICE

IN THE EVENT OF A FIRE

**EVACUATE THE BUILDING PROMPTLY
USING THE STAIRWELLS**

**DO NOT USE THE LIFTS
WHEN FIRE ALARM SOUNDS**

BUILDING OR BODY CORP
LOGO HERE

BM2 - Notes:

TICK BOX



BUILDING NOTICE

NZ DETECTOR DOGS

**PLEASE BE ADVISED
DRUGS DETECTOR DOGS CONDUCT
REGULAR PATROLS OF THE BUILDING**

**MANAGEMENT THANK YOU
FOR YOUR COOPERATION**

BUILDING OR BODY CORP
LOGO HERE

BM3a - Notes:

TICK BOX



BUILDING NOTICE

NZ DETECTOR DOGS

**PLEASE BE ADVISED
DRUGS DETECTOR DOGS CONDUCT
REGULAR PATROLS OF THE BUILDING**

**MANAGEMENT THANK YOU
FOR YOUR COOPERATION**

BUILDING OR BODY CORP
LOGO HERE

BM3b - Notes:

☐ TICK BOX



BUILDING NOTICE

NO SMOKING

IN ANY COMMON AREAS
OF THIS COMPLEX

MANAGEMENT THANK YOU
FOR YOUR UNDERSTANDING

BUILDING OR BODY CORP
LOGO HERE

BM4a - Notes:

☐ TICK BOX



BUILDING NOTICE

NO SMOKING

IN ANY COMMON AREAS
OF THIS COMPLEX

MANAGEMENT THANK YOU
FOR YOUR UNDERSTANDING

BUILDING OR BODY CORP
LOGO HERE

BM4b - Notes:

☐ TICK BOX



BUILDING NOTICE

NO ALCOHOL

ALCOHOL IS **NOT** TO BE CONSUMED
IN COMMON AREAS OF THE BUILDING

MANAGEMENT THANK YOU
FOR YOUR COOPERATION

BUILDING OR BODY CORP
LOGO HERE

BM5 - Notes:

☐ TICK BOX



BUILDING NOTICE

**NO FOOD, DRINK
OR SMOKING**

IN THE COMMON AREAS
OF THE BUILDING

MANAGEMENT THANK YOU
FOR YOUR COOPERATION

BUILDING OR BODY CORP
LOGO HERE

BM6 - Notes:

☐ TICK BOX



BUILDING NOTICE

**NO ALCOHOL
FOOD OR DRINK**


IN THE COMMON AREAS
OF THE BUILDING

MANAGEMENT THANK YOU
FOR YOUR COOPERATION

BUILDING OR BODY CORP
LOGO HERE

BM7 - Notes:

☐ TICK BOX



BUILDING NOTICE

NO THROWING

PLEASE REFRAIN FROM THROWING
OBJECTS FROM BALCONIES/WINDOWS
OF ANY COMMON AREAS

CHARGES WILL APPLY

BUILDING OR BODY CORP
LOGO HERE

BM8 - Notes:

☐ TICK BOX



BUILDING NOTICE

**NO SPITTING
BODY FLUIDS
OR SPILLAGES**

MUST BE CLEANED UP BY TENANTS
OR THEIR VISITORS

CHARGES WILL APPLY

BUILDING OR BODY CORP
LOGO HERE

BM9 - Notes:

☐ TICK BOX



BUILDING NOTICE

NO PETS ALLOWED

IN APARTMENTS OR COMMON AREAS

EXCEPTIONS ARE MADE FOR
GUIDE, HEARING OR ASSISTANCE DOGS

BUILDING MANAGEMENT
021 234 567

BUILDING OR BODY CORP
LOGO HERE

BM10 - Notes:

☐ TICK BOX



BUILDING NOTICE

**PLEASE DON'T
FEED THE BIRDS**

IT MAY RESULT IN
UNSANITARY CONDITIONS

BUILDING OR BODY CORP
LOGO HERE

BM11 - Notes:

TICK BOX

☐



BUILDING NOTICE

NO THROWING

PLEASE REFRAIN FROM THROWING
OBJECTS FROM BALCONIES

CCTV CAMERAS IN OPERATION
24/7

MANAGEMENT THANK YOU
FOR YOUR COOPERATION

BUILDING OR BODY CORP
LOGO HERE

BM12a - Notes:

TICK BOX

☐



BUILDING NOTICE

NO THROWING

PLEASE REFRAIN FROM THROWING
OBJECTS FROM BALCONIES/WINDOWS
OF ANY COMMON AREAS

CHARGES WILL APPLY

BUILDING OR BODY CORP
LOGO HERE

BM12b - Notes:

TICK BOX

☐



BUILDING NOTICE

NOISE

PLEASE BE CONSIDERATE
OF NEIGHBOURS &
KEEP NOISE LEVELS DOWN

PLEASE REPORT DISTURBANCES
TO BUILDING MANAGEMENT
021 234 567

BUILDING OR BODY CORP
LOGO HERE

BM13a - Notes:

TICK BOX

☐



BUILDING NOTICE

NOISE

PLEASE BE CONSIDERATE
OF NEIGHBOURS &
KEEP NOISE LEVELS DOWN

PLEASE REPORT DISTURBANCES
TO BUILDING MANAGEMENT
021 234 567

BUILDING OR BODY CORP
LOGO HERE

BM13b - Notes:

TICK BOX

☐



BUILDING NOTICE

**SMOKE ALARMS
& SPRINKLERS**

PLEASE DO **NOT** COVER OR HANG
ANYTHING FROM SMOKE ALARMS
OR SPRINKLERS

FINES APPLICABLE FOR TAMPERING
WITH SAFETY EQUIPMENT

BUILDING OR BODY CORP
LOGO HERE

BM14a - Notes:

TICK BOX

☐



BUILDING NOTICE

**SMOKE ALARMS
& SPRINKLERS**

DO NOT COVER, HANG OR TOUCH
ANY SMOKE ALARM OR SPRINKLER

IF TAMPERED WITH
CHARGES WILL APPLY

BUILDING OR BODY CORP
LOGO HERE

BM14b - Notes:

TICK BOX

☐



BUILDING NOTICE

TIDY BALCONIES

PLEASE KEEP YOUR BALCONY FREE
OF RUBBISH, HOUSEHOLD GOODS
& WASHING

IF FOUND IN BREACH OF THIS RULE
YOU WILL BE ASKED TO CLEAR
YOUR BALCONY IMMEDIATELY

BUILDING OR BODY CORP
LOGO HERE

BM15 - Notes:

TICK BOX

☐



BUILDING NOTICE

**PLEASE KEEP
XXX TIDY**

RECYCLE USING BINS PROVIDED
PUT RUBBISH IN SEALED BAGS
DO **NOT** DUMP LARGE ITEMS
CHARGES MAY APPLY

BUILDING OR BODY CORP
LOGO HERE

BM16a - Notes:

TICK BOX

☐



BUILDING NOTICE

RUBBISH ROOM

THE RUBBISH ROOM IS
LOCATED ON LEVEL XX

BUILDING OR BODY CORP
LOGO HERE

BM16b - Notes:

TICK BOX ☐



BUILDING NOTICE

MOVING IN OR OUT

IF USING THE LIFT TO MOVE
HEAVY ITEMS PLEASE CONTACT
THE BUILDING MANAGER
TO INSTALL LIFT PROTECTION

BUILDING MANAGER
021 234 567

BUILDING OR BODY CORP
LOGO HERE

BM17 - Notes:

TICK BOX ☐



BUILDING NOTICE

POOL & GYM

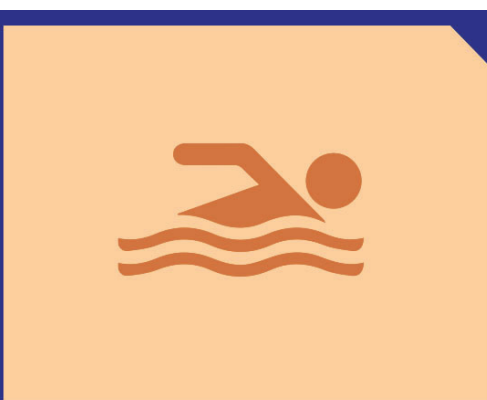
THE POOL & GYM ARE ON LEVEL XX

POOL OPEN XXAM - XXPM DAILY
GYM OPEN XXAM - XXPM DAILY

BUILDING OR BODY CORP
LOGO HERE

BM18 - Notes:

TICK BOX ☐



BUILDING NOTICE

POOL

DRY YOURSELF BEFORE
LEAVING POOL AREA

FOLLOW GOOD HEALTH
& HYGENE PRACTICES

BUILDING OR BODY CORP
LOGO HERE

BM19 - Notes:

TICK BOX ☐



BUILDING NOTICE

GYM

**FOLLOW GOOD HEALTH
& HYGENE PRACTICES**

BUILDING OR BODY CORP
LOGO HERE

BM20 - Notes:

TICK BOX ☐



BUILDING NOTICE


MAIL

**PLEASE REMOVE ALL MAIL
BEFORE SOMEONE ELSE DOES**

BUILDING OR BODY CORP
LOGO HERE

BM21 - Notes:

TICK BOX ☐



BUILDING NOTICE

CAR PARK

**YOU ARE ALLOCATED A CAR PARK
NO PARKING ALLOWED
UNLESS AUTHORIZED
CARS/MOTORBIKES PERMITTED ONLY**

BUILDING OR BODY CORP
LOGO HERE

BM22 - Notes:

TICK BOX ☐



BUILDING NOTICE

TAILGATING

DO **NOT** LET OTHERS FOLLOW YOU
THROUGH THE BUILDING ENTRANCE
OR THE CAR PARK

BUILDING OR BODY CORP
LOGO HERE

BM23 - Notes:

TICK BOX ☐



BUILDING NOTICE

BE AWARE

THIEVES HAVE TARGETED THE
BASEMENT LEVEL STORAGE LOCKERS
MANAGEMENT SUGGEST OWNERS
REMOVE ALL VALUABLES

BUILDING OR BODY CORP
LOGO HERE

BM24 - Notes:

TICK BOX ☐



BUILDING NOTICE

**RESIDENT
REGISTRATION**

ALL NEW RESIDENTS MUST REGISTER
WITH BUILDING MANAGEMENT
VISIT US DURING OFFICE HOURS
PLEASE BRING PHOTO ID & YOUR
TENANCY AGREEMENT

BUILDING OR BODY CORP
LOGO HERE

BM25 - Notes:

TICK BOX ☐



AUCKLAND

BUILDING NOTICE

**XXX
OFFICE HOURS**

MON- FRI
SAT
SUN/BANK HOLS

BUILDING OR BODY CORP
LOGO HERE

BM26 - Notes:

TICK BOX ☐



BUILDING NOTICE

WORK ON SITE

PLEASE BE AWARE OF
CONTRACTORS WORKING ON SITE

LEVELS XXX

MANAGEMENT APOLOGISE
FOR THE INCONVENIENCE

BUILDING OR BODY CORP
LOGO HERE

BM27 - Notes:

Additional BM Notices required / Notes:

Send to: liam@smartdisplays.co.nz | 0224 743 404