



C A P A B I L I T Y S T A T E M E N T

Let us do the hard work... so you don't have to.

Perth Project Management manages end-to-end property changes from clear-out to remediation, delivering projects more smoothly and reliably to save you time and stress.





“At Perth Project Management, we manage residential and commercial property changes with the utmost of care and reliable results. **With a focus on exceptional project management and customer satisfaction, we take care of every detail so you don't have to.**”

Ben Bechelet
Perth Project Management

OUR MISSION / YOUR EXPERIENCE



At **Perth Project Management**, our mission is to become the preferred provider of project management for property transitions across residential and commercial sectors in Western Australia. Our service ethos focusses on continuous improvement and optimal care, for all our clients.

We act as a single point of contact for property transitions ranging from aged care and deceased estate property clear-outs, remediation and preparation for sale, to commercial office relocations. Our clients include adult children and carers, executors, builders, lawyers, property managers and commercial tenants.

Perth Project Management's end-to-end project coordination and solutions-based approach has given us our unmatched reputation for delivering quality results.

At Perth Project Management, we're here to do the hard work, so you don't have to!



WELCOME / A BIT ABOUT US

Perth Project Management is an Australian owned, operated, fully insured and experienced project management company serving residential and commercial clients in Perth and beyond.

We provide professional property project management services for residential and commercial properties. **Our projects include deceased estates, commercial liquidations, shop and off ice relocations and property preparation for sale or lease.**

We aim to be the single point of contact for our clients during times of transition, giving them the peace of mind to delegate their project completely and know it will be taken care of. With our own trained personal, fleet and project management processes, we ensure a smooth and reliable property transition service.

Perth Project Management successfully deliver on over 200 projects a year, we have gained a reputation for our excellent attitude, thorough solutions-based approach and standard of customer care.

At Perth Project Management, we aim to exceed client expectations every time by delivering consistent, quality results.



“ I required the services of Perth Project Management to undertake the removal and cataloging of items in an office that a tenant had vacated without notice so that we could make the tenancy available for a new tenant within a fixed time frame. Ben and his team went above and beyond to assist us in what was a difficult situation and I would have no hesitation in recommending Perth Project Management!

— Rhys Kelly, QUBE

CAPABILITIES / LIST OF SERVICES

At **Perth Project Management**, we work as complete project managers for projects including:

- ✓ Residential Property Clearance
- ✓ Residential Refurbishment For Sale Or Lease
- ✓ Commercial Strip Out
- ✓ Commercial Make Good
- ✓ Business Relocation

Our customised service means that all projects are tailored to client needs.

5 Reasons To Use Our Services

Provide Vision and Direction

Schedule the work

Control the costs

Communicate with the stakeholders

Close the project



FOCUS RESIDENTIAL

BENEFITS

- ✓ Save Time and Effort
- ✓ Reduce Stress and Grief
- ✓ Seamless Service Coordination
- ✓ Complete Project Oversight
- ✓ Faster and Smoother Delivery of a Leasable or Saleable Result



How we help

Homes left vacant after an eviction, deceased estate, aged care relocation, or simply to get ready for sale, can present a stressful issue for family members, executors or property owners. Clearing and preparing a property for lease or sale can be complex, time consuming and physically and emotionally demanding. Who will help when the time comes?

Property Clearance

At Perth Project Management, we manage entire home clearance projects. From decluttering to disposing, donating, recycling, storing or arranging sale of any items of value, our tailored end-to-end service takes care of all the details including:

- Deliver to Auction Houses.
- Deliver to Charities and Not-For-Profits.
- Deliver to Beneficiaries.
- Remove all Waste and Junk.
- Pack Valuables.
- Provide Storage Solutions.

Our comprehensive clearance reports provide detailed outcomes of our work, including check lists of completed tasks for accountability. For peace of mind, you will be given full details of

where each item was delivered or disposed of and any inventory, resources and third-party services used.

Property Preparation

Once cleared, you may wish to prepare the property for sale or lease. Perth Project Management can manage the refresh of the property to reach a minimum lease standard or beyond. All projects are electronically managed with live reporting, enabling you to monitor progress and approve quotes from any location. Our refresh service offers:

- Detailed Property Condition Reporting
- Scope of Works Preparation
- Quote and Work Order Management
- Project Management of Trades
- Final Inspection and Project Close Out.

Why choose us?

With our own highly trained teams, processes, safety systems and insurances, every transition project is delivered effectively and efficiently. Clients are always surprised at the care, professionalism and speed of our service.

FOCUS COMMERCIAL

BENEFITS

- ✓ Full project management
- ✓ Owned resources for reliable timeframes
- ✓ Professional trade coordination
- ✓ Thorough condition reporting
- ✓ Meticulous close out or Saleable Result
- ✓ Return your property to market swiftly



How we help

For commercial organisations, Perth Project Management manages property changes to reduce disruption and protect your operational efficiency. We work with multiple sectors including retail, hospitality, office, government and industrial environments.

Property Defit

At the end of a commercial tenancy, Perth Project Management manages the strip out of premises to remove furnishings, fittings and unwanted items. We work with landlords or new tenants to quickly return the property to pre-lease standards. Our comprehensive services can include strip back of plumbing, electrical, carpentry, tiling, furniture, appliances and more, with:

- Full Project Management
- Clear, Dispose or Recycle Waste and Junk
- Pack Valuables
- Provide Storage Solutions
- Supply Qualified Personnel to Disconnect and Make Safe
- Deliver to Auction Houses

Property Make Good

Remedial or make good services may be required when returning premises to the landlord, leasing or selling. We work with the tenant or landlord to determine works required to secure a smooth handover in accordance with lease conditions. Our tailored project management services can include:

- Property Condition Report
- End of Lease Gap Analysis
- Electrical, Plumbing, Fire Safety, HVAC Check and Compliance
- De-branding Works
- Pest Control, Office Clean, Handyman, Roof Plumbing and Painting.

Why choose us?

At Perth Project Management, we provide consistent quality commercial property transitions using our own highly trained project teams and contractors. Our experience, processes and insurances allow us to deliver a renowned standard of service, minimising disruption and protecting your commercial asset.



Highly recommended! Perth Project Management helped me with clearing out a deceased estate and taking goods to auction. They then project managed the property to bring it up to rental standards. From the time Ben and his team came on board, everything was made so much easier and such a relief not having not worry anymore. They are all friendly, helpful and professional.”

— Evelyn Healy

CASE STUDY

Residential

SITUATION: Residential Clearance & Make Good

Our client, the executor of a deceased estate, approached us for assistance. With a full time job, family commitments and a residence located 50km away from the deceased estate, a 3x1 home in Currumbine, they required a full project management service to clear and prepare the property for lease.

Services

- Waste Removal (2.5 tonne)
- Send items to Charity and Auction (1 tonne)
- Prepare Property condition report to create a Scope of Works for lease
- Source quotations from all contractors for online approval
- Create and Implement Work Schedule
- Full internal painting and external eaves
- New carpets and compliant blinds throughout
- Plumbing and electrical works for compliance
- Install fire detectors
- New internal doors
- New window locks and locks throughout
- Deep internal clean including full floor tile grout clean for lease
- Full garden clean and tidy for lease
- Organise Property Manager with keys and compliance certificates handed over

Result

With the initial clear out completed in one day, Perth Project Management completed the entire project in three weeks, including approvals for each key stage from the executor. \$1500 was recovered from auction of property for the estate.

The property was leased within two days of listing, as it required no additional work once completed.



CASE STUDY

Commercial

SITUATION: Commercial Clearance & Make Good

A WA government authority client, Landgate, had come to the end of their lease at a warehouse used for record keeping and transitioned to paperless records. They contacted Perth Project Management to project manage the clearing of all shelving from the property and remediating the premises to the original lease standards.

Services

- Clearance (75 tonnes)
- 92% sent to recycling
- Define Scope of Works for premises make good, as per end of lease requirements
- Source quotations from all contractors for approval
- Full gutter clean, clear and repair
- Electrical safety works for compliance
- Fire systems update and check
- HVAC system maintenance and repair
- Full vacate clean of office
- Full mechanical floor clean and polish of 600m² warehouse

Result

Perth Project Management worked closely with Landgate and their landlord to determine the end of lease requirements for this building to ensure a smooth handover. The initial clear out was completed in two days (originally scoped as four days), with 92% of cleared items sent to recycling, a high priority for this government client. The building make good works were completed in two weeks, enabling a seamless handover to our client's landlord.

“The team at Perth Project Management are fantastic. Careful, hardworking, flexible, on time. I would highly recommend them and not hesitate to use them again.”

— Sue Jacobs



WHY US? / OUR OFFER

“We do all the hard work, so you don't have to.”

At **Perth Project Management**, we aim to be the single point of contact for our clients during times of property change. As complete project managers, we understand the importance of meeting milestones, harnessing teamwork, achieving successful results and maintaining excellent client communication throughout.

By coordinating all the stages of property transition, from clear out to make good, we reduce the time and effort required from our clients. Starting with effective initial meetings and utilising cloud project management, we ensure our clients have insight into their property transition throughout the process. This allows customers from as far away as New York to stay informed and able to make key decisions including quotation approvals as if they were on the ground with us.

With Perth Project Management's complete project management focus:

- We provide vision and direction for your transition, so you can feel confident
- We schedule the work, aiming for efficient turnarounds
- We control the costs, allowing you to approve quotations in the cloud
- We communicate with you throughout the process, so you are in control
- We close off the project properly, ensuring you have all the information you need.

At Perth Project Management, our focus is exceptional project management with customer satisfaction **EVERYTIME!**



“Ben and the team offer a professional service that we recommend to our clients. We get nothing short of outstanding feedback regarding the quality and efficiency of the moves. Keep up the great work!”

Abby Donaldson
Symmetry Property Finance

Perth Project Management

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