



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.



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

COMMUNITY / CONSUMER BROADCAST

BM NOTICES



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**



Approval - 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 especially important e.g. Power or Water shut down, displayed for a period of time the BM team decide.

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. Pick from Smart Displays extensive **Library of BM Notices** here, or you can head direct to the **Create Your BM Notices** section for our 'how to' guide.

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

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 .. OR
4. Our graphic artist will assist by designing your preferred BM Notices. Contact liam@smartdisplays.co.nz once your notices have been selected, or call 0224 74 34 04

CHOOSE
3 or 4



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 - Your Templates & Guides

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

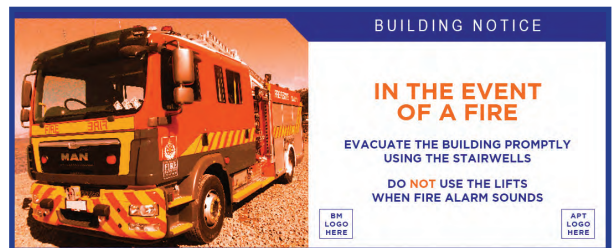


CREATE YOUR BM NOTICES

- ▶ Your Building Management notices rotate 24/7 on a continuous loop
- ▶ Your allocated BM screen area is 1080(w) x 437(h) pixels
- ▶ Smart Displays can supply existing notices from our library OR you can let us design your copy, images and colour scheme to suit your building & brand requirements*

*Small design and management fee applies

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 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 Management Group LOGO

Your apartment PIC or LOGO

 Default Smart Displays colour scheme

 Unless requested to match Building Management Group and/or Apartment guidelines



BUILDING MANAGEMENT

Additional template available for BM team contact details. Your own building backdrop image available upon request.



Create Your BM Notices

Structure your notices yourself or get Smart Display’s design team to create your own messages and images to suit you.

Option 1 - DIY (Do It Yourself)

1. Ask for the 10 background images ONLY (no text) from our library.
2. Apply your preferred notice copy using own software.
3. SAVE your 10 files to the below requirements:



DIY BM NOTICE INSTRUCTIONS	
ORIENTATION	LANDSCAPE
SIZE	WIDTH x HEIGHT = 1080 X 437 PIXELS WIDTH : HEIGHT = 2.5 : 1
COPY	ALL NOTICE COPY IN FONT *GOTHAM (BOLD &/OR BOOK) HEADER COPY = 20PT BODY COPY = 12PT NB: 20 WORDS MAXIMUM (APPROX)
COLOURS	YOUR NOTICES MUST CONTAIN YOUR PREFERRED HEADER COPY STAND OUT COLOUR + 2ND COLOUR FOR CLEAR LEGIBILITY
SAVE	SAVE YOUR NOTICES INTO EITHER JPEG OR GIF (RECOMMENDED)
NAME	PLEASE SAVE EACH NOTICE AS N1, N2 ...N10
CONVENTION	PUT ALL YOUR NOTICES INTO A FOLDER NAME THE FOLDER WITH YOUR BUILDING NAME & DATE
	*WE CAN PROVIDE FONT SET IF REQUIRED

Option 2 - Design Team (We do it for you)

1. Provide us with your preferred wording, logo and/or building image.
2. That’s it. Our designer does the rest & we send back to you for approval.

BM NOTICE CREATION (PRICING)	
1 X BM NOTICE	\$35+GST
10 X BM NOTICES*	\$250+GST
Send your copy &/or images to	
liam@smartdisplays.co.nz 0224 743 404	
<small>*IF MORE THAN 10 REQUIRED ADDITIONAL \$25+GST EACH</small>	



Library Templates for creation

Send us your IMAGE & COPY requirements:

1. Tick your preferred BM notices - 10 in total (minimum)
2. Advise/make changes to copy and images in the space below.
3. Scan and attach BM logo and/or Apartment logo
4. Send to liam@smartdisplays.co.nz



TICK BOX

BM1 - Notes:



TICK BOX

BM2 - 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

BM LOGO HERE

APT LOGO HERE

BM3 - Notes:

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

BM LOGO HERE

APT LOGO HERE

BM4 - 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

BM LOGO HERE

APT LOGO HERE

BM5 - 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

BM LOGO HERE

APT LOGO HERE

BM6 - Notes:

TICK BOX



BUILDING NOTICE

**NO FOOD, DRINK
OR SMOKING**

IN THE COMMON AREAS
OF THE BUILDING

MANAGEMENT THANK YOU
FOR YOUR COOPERATION

BM LOGO HERE

APT LOGO HERE

BM7 - 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

BM LOGO HERE

APT LOGO HERE

BM8 - Notes:

TICK BOX



BUILDING NOTICE

NO SMOKING

IN ANY COMMON AREAS
OF THIS COMPLEX

MANAGEMENT THANK YOU
FOR YOUR UNDERSTANDING

BM
LOGO
HERE

APT
LOGO
HERE

BM9 - Notes:

TICK BOX



BUILDING NOTICE

NO SMOKING

XXX IS A SMOKE-FREE BUILDING

SMOKING & VAPING
ARE **NOT** PERMITTED
ANYWHERE IN THE BUILDING

BM
LOGO
HERE

APT
LOGO
HERE

BM9a - 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

BM
LOGO
HERE

APT
LOGO
HERE

BM10 - Notes:

TICK BOX



BUILDING NOTICE

NOISE

PLEASE BE CONSIDERATE OF NEIGHBOURS
& KEEP NOISE LEVELS DOWN

PLEASE REPORT DISTURBANCES TO
BUILDING MANAGEMENT
021 234 567

BM LOGO HERE

APT LOGO HERE

BM11 - Notes:

TICK BOX



BUILDING NOTICE

XXX OFFICE HOURS

MON- FRI
XXX-XXX

SAT
XXX-XXX

SUN/BANK HOLS
CLOSED

BM LOGO HERE

APT LOGO HERE

BM12 - 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

BM LOGO HERE

APT LOGO HERE

BM13 - 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

BM LOGO HERE

APT LOGO HERE

BM14 - Notes:

TICK BOX



BUILDING NOTICE

RUBBISH ROOM

THE RUBBISH ROOM IS
LOCATED ON LEVEL XX

BM LOGO HERE

APT LOGO HERE

BM14a - Notes:

TICK BOX



BUILDING NOTICE

SECURITY

24/7
CCTV CAMERAS IN OPERATION

SECURITY HOTLINE
021 234 567

BM LOGO HERE

APT LOGO HERE

BM15 - 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

BM LOGO HERE

APT LOGO HERE

BM16 - Notes:

TICK BOX



BUILDING NOTICE

WORK ON SITE

PLEASE BE AWARE OF CONTRACTORS WORKING ON SITE

LEVELS XYZ

MANAGEMENT APOLOGISE FOR THE INCONVENIENCE

BM LOGO HERE

APT LOGO HERE

BM17 - Notes:

Additional BM Notices required / Notes:

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