

Melbourne Fitout Solutions

Capability Statement



MELBOURNE FITOUT SOLUTIONS

Commercial Maintenance, Rectification & Workplace Improvement Services Across Melbourne

Melbourne Fitout Solutions Pty Ltd

ABN: 53 661 933 651 · Melbourne, Victoria

Phone

03 9961 6098

Projects & Scope

projects@melbournefitoutsolutions.com.au

Administration

admin@melbournefitoutsolutions.com.au

Company Overview

Melbourne Fitout Solutions provides structured internal maintenance, corrective works, tenancy make-good services, workplace improvement works and urgent stabilisation for commercial environments across Melbourne. We operate with a clear scope-first approach, delivering practical, low-disruption outcomes for clients who need reliable internal works completed to a commercial standard.

We support landlords, property managers, facility managers, tenancy operators and business owners who require a dependable contractor for internal rectification, presentation improvements and make-good obligations. Our work is scoped, documented and delivered with the communication standards that commercial clients expect.

We are not a domestic trade business. Our focus is entirely on commercial environments — from single-tenancy office suites to multi-level property portfolios — where structured delivery, site awareness and documented close-out are non-negotiable. Every project is treated as a professional engagement, with a job pack issued, scope confirmed and outcomes recorded.

Landlords & Owners

Asset protection and tenancy reinstatement

Property Managers

Responsive rectification and make-good support

Facility Managers

Planned and reactive internal maintenance

Tenancy Operators

Workplace improvements and fitout adjustments

What We Do

Our services are structured around the practical internal works that commercial properties require throughout their lifecycle — from routine maintenance and rectification through to tenancy transitions and urgent make-safe responses. Each service area is delivered with clear scope boundaries and documented outcomes.



Lease Inspection Readiness

Preparing tenancies for outgoing inspections, condition assessments and handback obligations to the required commercial standard.



Tenancy Make-Good & Reinstatement

Structured reinstatement of tenancy spaces to base-build condition, including wall repairs, ceiling works and surface restoration.



Internal Rectification Works

Corrective works addressing damage, deterioration or non-compliant internal finishes across walls, ceilings, partitions and floors.



Door, Hardware & Access Reliability

Handle and lock replacement, closer adjustment, frame rectification and security reinforcement to maintain reliable access and safety.



Fitout Adjustments & Workplace Improvements

Contained improvements to existing fitouts including partition reconfiguration, cladding, feature walls, insulation and presentation upgrades.



Urgent Make-Safe & Stabilisation

Rapid response to internal safety issues, structural concerns and access hazards requiring immediate controlled intervention.

How We Help Commercial Clients

Commercial properties generate a consistent range of internal issues that require a contractor who understands scope boundaries, site protocols and the expectations of professional stakeholders. Melbourne Fitout Solutions is structured to address these problems directly, without the overhead of a full fitout contractor or the limitations of a domestic trade service.

We are regularly engaged to resolve issues that have been deferred, misquoted or poorly scoped by other providers. Our approach is to assess accurately, propose clearly and deliver to the agreed scope — with no scope creep and no surprises at close-out.

Water Ingress & Internal Damage

Rectification of internal surfaces, ceilings and walls affected by water ingress, including plasterboard replacement, ceiling tile works and surface restoration.

Damaged or Unsafe Ceilings

Assessment and rectification of sagging, damaged or non-compliant ceiling systems in occupied and vacant commercial spaces.

Tenancy Handback Issues

Resolving make-good disputes and preparing tenancies for outgoing inspection to the standard required by lease obligations.

Door & Hardware Failures

Replacement and adjustment of failed or non-functional door hardware, closers, locks and frames across commercial tenancies and common areas.

Contained Workplace Upgrades

Delivering targeted improvements to existing fitouts without the cost or disruption of a full commercial fitout engagement.

Urgent Internal Safety Issues

Rapid make-safe response to internal hazards, access failures and structural concerns requiring immediate stabilisation.

Service Details

The following represents the scope of internal works Melbourne Fitout Solutions delivers across commercial environments. These services are available individually or as part of a structured multi-trade scope, depending on project requirements.

Walls & Ceilings

- Wall and plasterboard repairs
- Ceiling rectification and tile replacement
- Impact damage repairs
- Painting and skirting replacement
- Internal presentation improvements

Doors, Hardware & Access

- Handle and lock replacement
- Door closer adjustment and replacement
- Door frame rectification
- Security reinforcement after break-ins
- Access reliability improvements

Partitions & Framing

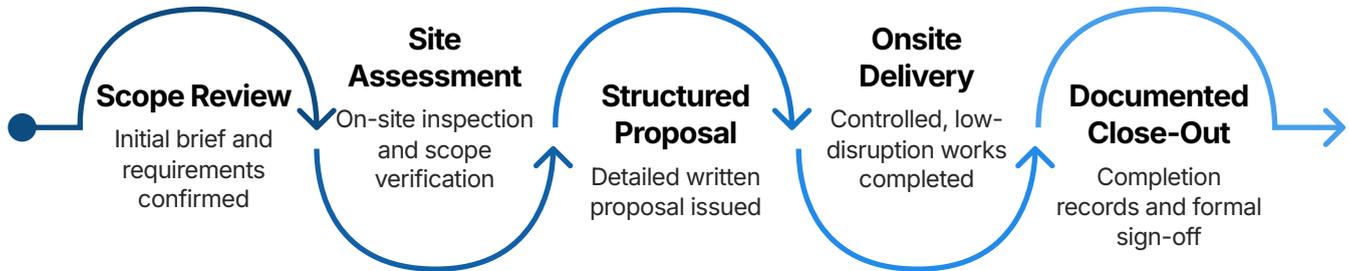
- Partition adjustments and reconfiguration
- Aluminium framing upgrades
- Partition improvements and extensions
- Insulation upgrades within partitions
- Cladding and feature wall installation

Make-Good & Rectification

- Tenancy make-good to lease standard
- Lease inspection preparation
- Corrective works post-inspection
- Urgent make-safe and stabilisation
- Documented close-out per project

Our Process

Every project follows a structured delivery process designed to give commercial clients clarity at each stage — from initial scope review through to documented close-out. This approach eliminates ambiguity, supports building management protocols and ensures that all works are completed to the agreed standard with a clear record of outcomes.



This process is consistent across all project types, whether a single-room rectification or a multi-tenancy make-good programme. A project job pack is issued for every engagement, providing a clear record of scope, delivery and outcomes for property managers, landlords and facility teams.

Why Clients Use Melbourne Fitout Solutions

Commercial clients return to Melbourne Fitout Solutions because we operate with the discipline and communication standards that professional property stakeholders require. We understand that our clients are managing portfolios, lease obligations and building relationships — and that a contractor who creates additional administration or uncertainty is a liability, not an asset.

Our repeat client base is built on consistent delivery: scopes that are accurate, proposals that are clear, works that are completed as agreed and close-outs that are documented. We do not expand scope without authorisation, we do not leave sites without sign-off, and we communicate proactively when site conditions change.



Clear Scope Boundaries

Every engagement begins with a confirmed written scope. No scope creep, no unauthorised variations and no surprises at invoice.



Practical Communication

Direct, professional communication with property managers, facility teams and building management throughout every project.



Controlled Delivery

Works are planned and executed to minimise disruption to occupants, building operations and adjacent tenancies.



Documented Close-Out

Every project is closed with documented records, supporting lease compliance, asset management and future reference.



Repeat Client Support

We maintain ongoing relationships with property managers and facility teams, providing consistent support across their portfolios.



Dependable Service Standards

Our work is held to commercial standards at every stage — from site conduct and safety compliance through to final presentation.

Commercial Environments We Support

Melbourne Fitout Solutions works across a broad range of commercial property types throughout Melbourne. Our experience across these environments means we understand the specific access requirements, occupancy sensitivities and presentation standards that each setting demands. We adapt our delivery approach accordingly — whether working in an occupied medical clinic, a vacant retail tenancy or an active warehouse office area.

Office Buildings

Single and multi-tenancy commercial office environments, including high-traffic common areas and occupied suites.

Property Management Portfolios

Ongoing rectification and make-good support across managed commercial property portfolios.

Clinics & Treatment Rooms

Medical, dental and allied health environments requiring low-disruption works and high-standard internal finishes.

Warehouse Office Areas

Internal office and amenity areas within industrial and warehouse facilities, including partition and ceiling works.

Educational Spaces

Schools, training facilities and educational environments with specific access, safety and presentation requirements.

Retail Premises

Retail tenancies requiring make-good, rectification or presentation improvements between tenancy transitions.

Mixed-Use Commercial

Multi-use commercial buildings with varied tenancy types, shared services and complex access requirements.

Acoustic & Sound-Controlled Settings

Environments requiring acoustic partition works, insulation upgrades and sound-controlled internal improvements.

Compliance & Site Readiness

Melbourne Fitout Solutions operates to the compliance standards required for commercial site access and professional contractor engagement. Our personnel are inducted, insured and prepared for the access protocols, safety requirements and documentation expectations of commercial building environments. We understand that compliance is not optional — it is the baseline for operating professionally in commercial property.

Insurance & Liability

Melbourne Fitout Solutions holds **\$20 million Public Liability Insurance**, providing the coverage required for commercial property engagement across all project types and environments.

Personnel Compliance

- White Card inducted personnel on all sites
- Police checks where required by client or building management
- Working With Children checks where applicable
- OH&S-aware work practices across all engagements

Site & Project Protocols

- Familiarity with building management access protocols
- Project job packs issued per project
- Documented scope confirmation prior to works
- Documented close-out on completion
- Proactive communication with site contacts

Ready to Provide

Certificates of currency, compliance documentation and personnel records are available on request for contractor pre-qualification and property management onboarding.

Director Experience

Melbourne Fitout Solutions is led by a qualified tradesperson with over 18 years of hands-on commercial experience — not a project manager who has never held a tool.

The business is led by **Eric C. Tite**, a qualified carpenter and commercial site lead with over 18 years of experience across commercial interiors, healthcare facilities, industrial partitions, educational environments, acoustic environments and high-traffic commercial spaces. Eric has worked across the full spectrum of internal commercial works — from detailed joinery and partition systems through to complex rectification and make-good programmes.

This depth of trade and site experience means that Melbourne Fitout Solutions scopes accurately, prices honestly and delivers to the standard that commercial clients require. Eric's background across healthcare, education and high-traffic commercial environments provides a practical understanding of the access sensitivities, finish standards and occupancy considerations that these settings demand.

1

18+ Years

Commercial interiors and site leadership experience

2

Healthcare

Clinics, hospitals and treatment room environments

3

Education

Schools, training facilities and educational spaces

4

Industrial

Industrial partitions and warehouse office environments

5

Acoustic

Sound-controlled and acoustic partition environments

Request a Scope Review

If you have a commercial rectification, make-good or workplace improvement requirement, we welcome the opportunity to review your scope and provide a structured proposal. We work with property managers, landlords, facility managers, tenancy operators and business owners across Melbourne.

Contact us to arrange a site assessment or to discuss your project requirements. We respond to all enquiries professionally and promptly, and we are happy to provide compliance documentation, certificates of currency and references on request.

Phone

03 9961 6098

Available during business hours for project and scope enquiries.

Projects & Scope

projects@melbournefitoutsolutions.com.au

For new project enquiries, scope reviews and site assessments.

Administration

admin@melbournefitoutsolutions.com.au

For compliance documentation, certificates and general administration.

 **Melbourne Fitout Solutions Pty Ltd** · ABN: 53 661 933 651 · Melbourne, Victoria · \$20M Public Liability Insurance · White Card inducted personnel · Project job packs issued per engagement