

“Gainsborough”

Rules for Moving In or Out

PLEASE READ THIS CAREFULLY

1 NOTIFICATION

The Strata Manager, Whelan Property Group (02 9219 4111) must be notified two days before moving is planned. If this is not done, when your removalist truck arrives, it may find that your move cannot take place because access is restricted by another move already underway.

It is the responsibility of the resident to ensure that removalists are aware of and comply with these rules.

2 REMOVALISTS' TRUCKS:

- i. May reverse up the driveway from Upper Pitt Street to the basement car park but must park close to the wall on the Western (Harbour Bridge) side.
- ii. Must not under any circumstances obstruct access for residents' vehicles to the basement carpark
- iii. Should a builder's skip or other immovable obstacle be present in the driveway, the removalist truck may need to park in front of the skip or in Upper Pitt Street.
- iv. Must not under any circumstances use the visitors' car park at the rear of the building.

3 ACCESS TO THE BUILDING:

- i. All furniture and appliances must be moved through the basement – NO EXCEPTIONS
- ii. Moving anything except clothing and luggage through the Ground Floor Lobby is totally prohibited

4 SECURITY

In order to maintain security of the building, the vehicular door to the car park and the doors from the car park to the lift lobby must not both be kept open at the same time. The vehicular door may be kept temporarily open when required for brief periods, by covering the magic eye BUT ONLY when a representative of the resident or the removalist is present in the basement.

THIS IS AN ESSENTIAL REQUIREMENT and removalists must arrange their movements of goods to comply so that either the garage door, or the door into the lift lobby is open at any time (but not both).

5 USE OF LIFTS

- i. Only Lift #2 (the larger one) may be used for the transport of goods. ANY USE OF LIFT NO 1 IS STRICTLY PROHIBITED
- ii. The resident moving must ensure that the lift walls and floor are protected with lift blankets and carpet which are stored just inside the Eastern door to the storage cage area in the basement (accessible with the building security key held by all residents). On completion of the move, the blankets must be returned to their storage location.
- iii. A key to hold the door of Lift No.2 open for short periods is available from the residents in Units 2, 6, 19 or 27. However this door must not be kept open except when goods are actually being loaded or unloaded

6 DAMAGE, CLEANING AND TIDINESS

- i. Care must be taken to avoid damage to lifts and common areas. The cost of repair to any damage will be a charge against the resident
- ii. All common areas used, including lifts, must be cleaned and left tidy at the completion of the move

- iii. All packing materials – boxes, cardboard, plastic etc. - must be removed from the site and disposed of by the resident or the removalist. **THEY MUST NOT BE LEFT IN THE GARBAGE OR BIN ROOM FOR THE CLEANERS.**

7 AND FINALLY ...

Residents should ensure that they have received a copy of the By-laws of SP 7596 and accept that they must comply with them and with any rules and guidelines of the Owners' Corporation displayed on the Notice Board as required by the Strata Schemes Management Act (2015).

Note particularly the prohibition of parking of residents' vehicles in the Visitors' Car Park and the fees that can be imposed for breach of this by-law.