

H47

MOVING IN AND OUT INSTRUCTIONS



H47

Moving In or Out of H47

Please make a booking for the lift and parking space well in advance.

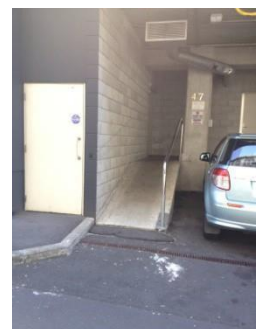
The following instructions are provided for the safety of all residents in the building and to assist you with a smooth move in or out with minimal interrupted to the running of the building and residents.

Health and Safety

- While moving in or out of the building please minimize the risk of trip and fall hazards for the hundreds of other residents who don't know you are moving.
- You and those you employ to assist you are responsible for EVERYONES health and safety.
- Ensure all doors are kept free from items so that others can move through the area, particularly in an emergency and do NOT obstruct any exits.
- Gorst Lane is a private road, and no tickets will be issued **if you have made prior arrangements with the Manager**. Trucks that don't fit under the roof of the loading dock may park on the yellow lines on the right side of Gorst Lane with the Managers permission only during your move.
- Other large vehicles including buses use the Lane. Please ensure the truck is parked as close as possible to the right-hand side curb.
- Care must be taken with the low roof pipes if parking in the loading bay.
- The loading bay is not to be used for parking while you are moving. Once the vehicle is unloaded it must be moved immediately as the commercial Tenants in the building use the area 24 hours a day, 7 days a week.
- All unattended vehicles will be towed from the loading bay without notification.
- Do Not leave open doors unattended or the local homeless will come in and you may have items stolen.

Hours for Moving

- To avoid peak periods where the lifts are in full use the hours of moving in or out of H47 are restricted to 9am to 3:30pm and 6pm to 8pm. Use the MYBOS Resident APP to notify the Manager that you will be using the loading dock.
- Please use the right-hand lift (when facing lifts) for moving and ensure you have put up the padding in the lift. The pads will be in the storage locker area hanging on the hooks when you enter the storage room from the B1 lobby.
- Due to fire regulations ALL inwards or outwards goods MUST ONLY be moved via level B1 and the loading dock on Gorst Lane.



Parking

- Temporary parking on the yellow lines in Gorst Lane is forbidden.
- For moving in/out of the building you must book a parking space for your moving vehicle. Use the MYBOS Resident APP to book a space. To get your MYBOS login details make sure you have completed the resident register and the building manager has these details.
- All other non-registered vehicles are towed without notification.
- All deliveries require manual controls and lift padding.
- Guest parking is not permitted in Gorst Lane or in the loading dock at any time. They must park on the street as there are no spare car parks in the building.
- Take care when trucks are backing into the loading dock that their height is not going to damage the ducting.

- Trade certified service vehicles may have a space booked for them at a pre-determined time using the MYBOS Resident APP. All non-registered vehicles or vehicles overstaying their allocated times will be towed immediately.

Entry

- Security swipe tag entry is via the single pedestrian door to the left of the loading dock on Gorst Lane.
- An internal double door leads to the lift area.
- In the event that the fire system evacuation siren sounds ALL doors must be closed immediately to prevent fire spreading.
- A second set of double doors on the loading dock leads directly to the storage lockers. Your security swipe tag gets entry to the area from the loading dock or by the lifts on level B1.
- Unattended door MUST NOT be left open at any time.

Ceilings, Walls, and Floors

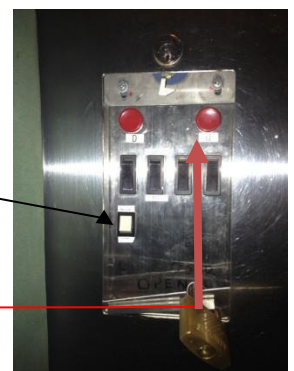
- The ceiling heights are low and **fire sprinklers hang below the ceiling**. All damage to the ceiling, walls, or floor by you or your movers will be at your cost. Hitting a sprinkler will cost tens of thousands of dollars in damage before the fire brigade arrives to turn the system off. Please TAKE EXTREME CARE!!! Make sure your movers have full liability insurance cover or their mistake could be at your cost.

Size of Items

- The maximum length or height of an item being moved into the building is 2.2m Any item over 2m and less than 2.2m will need to be carried up the internal stairwell to your floor.
- Items such as couches may get up the stairs to the floor level but may not be able to be turned to get out of the stairwell or into the doorway of your apartment due to the width of the hallways.
- If you are using the stairwell, be very mindful of the walls and pipes systems while moving.
- Items under 2m should fit in the lift.

Lift Controls

- There is one white switch in the manual control panel.
- Turn on the white switch and the lift doors stay open.
- Swipe your security tag and press the button for the level your apartment is on.
- Press the RED button on the right and hold it in until the doors have closed, and the lift is moving. The lift will go up to your level only.
- Swipe your security tag and Press B1 and press the red button. in the manual control panel on the left to return down to the basement level where you are loading your goods.
- If you release the red button too early the doors will automatically open.



- Return the white switch off to the automatic position between loads to allow other residents to use the lifts then text the Manager that you have finished and release the white switch.

Packing Materials

- Packing materials may be disposed of in the rubbish room at the end of the hallway on level B1.
- H47 operates a full recycle service and the instructions in the rubbish room should be followed.
- Ensure all cardboard is folded flat and placed in the sack.
- Any item that does not fit in the rubbish bin can be taken away at the cost of around \$120+GST.

Cleaning and Damage

- To emphasis again, take care of the sprinklers in the hallways and the lift as the ceiling is low. Damage to one of these could results in costs to repair apartments below you and could cost you tens of thousands of dollars to repair.
- Once you have your last load into your apartment it is your responsibility to vacuum the hallways and common areas to remove any items left behind as you moved in.
- The Manager will check the hallways for damage caused by your movers and send you an account for repair of the areas. Please be careful of walls and ceilings as you move through the building.
- Please ensure you put the pad back in the storage locker area once you are done moving! Do not leave them in the lift.