

H47

WELCOME PACK



H42

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Under the Operational Rules 2012 the Building Manager is required to keep a register of Occupants This means all persons including flatmates and children residing in the apartment.

Apartment Number _____ Carpark Number Used _____ Date Moving In _____

Landlord/Property Manager Name _____ Mobile _____

EMAIL _____

PROPERTY MANAGEMENT COMPANY _____ Office Ph _____

Lift Required for Furniture Y/N _____ Time Moving In _____

Number of Adults living in the apartment _____ Number of Children _____

Fire restrictions in this building only allow 2 people including children to a Bedroom.

Owner/Tenant 1 or main contact person residing in the apartment (cross out one: owner/tenant)

First Name(s): _____

Surname: _____

Contact Details

Apartment Ph: _____

Mobile Ph: _____ Email: _____

Owner/Tenant 2 or main contact person residing in the apartment (cross out one: owner/tenant)

First Name(s): _____

Surname: _____

Contact Details

Apartment Ph: _____

Mobile Ph: _____ Email: _____

Owner/Tenant 3 or main contact person residing in the apartment (cross out one: owner/tenant)

First Name(s): _____

Surname: _____

Contact Details

Apartment Ph: _____

Mobile Ph: _____ Email: _____

Owner/Tenant 4 or main contact person residing in the apartment (cross out one: owner/tenant)

First Name(s): _____

Surname: _____

Contact Details

Apartment Ph: _____

Mobile Ph: _____ Email: _____

Received a copy of the Operational Rules Yes/No

[Complete Online](#)



Welcome to H47

Operational Procedures

Building Manager

Your onsite Managers are Luke and Rebecca

Ph: 027 703 8274

Email: manager@h47.co.nz

Web: www.H47.co.nz Facebook.com/H47Apartments

If we can be of any assistance while you reside in the building, please use the contact details above.

The building Office is unmanned. Please call for an appointment or for assistance.

The Manager is not always on site and works Monday to Friday – it pays to call in advance for an appointment as the office is unattended.

Arrangements for moving in or out are to be made at least 24 hours in advance so that your move can be made as smooth as possible. Call out fees apply on weekends or after hours.

Costs are payable direct to the Building Manager or Rapid Response for all call outs.

There are four parts to this Pack.

- A welcome pack guide to using the building.
- H&S documentation for residents and contractors.
- Instructions on moving in and out of the building.
- A set of registered rules held at Land Transfer office.

This building operates on the “Site Safe” rules. Under the building rules **All** Trades working in apartments for Owners or Tenants must be approved by the Body Corporate and apply the same Work and Safety rules as if working for the Body Corporate.

All trades must complete an induction with building management and sign in and out when working onsite. QR codes for signing in and out are located on B1 and ground floor by the mailroom. This can also be completed via the following link. [Contractors Sign in and out Form](#)

Health and Safety

If you are paid by someone to provide a service within this building, YOU are a PCBU and you should become familiar with your obligations under the Health and Safety Act toward your Tenants and toward the building. Ensure you know the Permanent hazards and those hazards that are present during the time the tenants are moving into the building and that you brief the Tenants moving in.

All trades staff must be registered for their line of work, supply insurance certificates and be approved by the Body Corporate through the Building Manager PRIOR to commencing work.

There are permanent Safety Hazards listed at the end of this document.

All rules and welcome packs are available at www.h47.co.nz



Welcome Pack Guide

MYBOS Resident APP and Web Dashboard

Before you can move into the building you need to book a space for your moving vehicle and the moving lift to get your items to your apartment.



To do this use the MYBOS Resident App Available on Android and IOS (to get access please email building management)

The Property Manager or the Owner of the apartment will have given you a hard copy that forms a legal part of your Tenancy Agreement. You must have read this before signing your agreement. While the Property Manager and Owner have an obligation under the rules to notify the Manager of the building that you are moving in it is up to you, the person moving in to ensure you know the rules and your obligations before start.

If you are the Owner and don't have a copy, then go to the H47.co.nz web site.

- Step one is to fill in page one of the Welcome Pack or online [HERE](#). ALL occupants of the apartment including children must register.
- Email the form to the Manager@H47.co.nz they will send you your login and passwords at least 48 hours before you intend to move into the building. The APP has many other features you will find handy during your stay.
- Download the APP from your APP store and login.
- Go to 'Make A Booking'
- Choose either the loading dock (space, H474 or H475) if you have car and trailer or a small van or truck, or H471 if you have a larger truck.

Property Managers and Owners Note: Only the registered email address of the property will be able to make changes to or order keys and security tags. If you change your email address, please notify us immediately as we will not issue keys or tags to anyone without written authority.

Other App Features:

Resident Profile

This allows you to update and maintain your contact details held by the Manager.

Maintenance Request

This is for common area maintenance only. If you see a defect in the building, log it on the APP so the Manager can act on it quickly. The Owner or Property Manager is responsible for the maintenance within your apartment, and they should be contacted for any maintenance requests.

The Manager will respond to emergencies such as blocked drains, flooding apartments from burst hoses, and power shut offs.

Amenity Booking

H471 - This is reserved for large trucks moving furniture in or out of the building. H472 - Reserved for the Managers trade staff 24x7 strictly no parking here.

H473 - Residents may book this space if they have a plumber, electrician etc. repairing appliances. H474 - Courier delivery of items to either the retail units or small moving vans.

H475 - Residents may use this park for car and trailer or longer vehicles for moving in/out. Lifts - When moving into or out of the building the lift and padding will be required.



The amenity system is automated so that once you have registered you will receive an automated email advising you that your booking has been made. If the time you want is not available, it is because it is either outside the hours allowed for moving or someone else has the space booked.

- Ensure you do not run over the time you have booked the space for. If you do and someone else has it booked, then they will tow you away at your cost.
- The Manager can and will cancel your booking if you have taken out a space for long periods. These are not free car parking spaces. They are working spaces provided for the convenience of residents for moving in/out or servicing appliances within the apartment. They are not available for trade parking spaces where the trade is renovating the apartment.
- If you have a renovation project in your apartment, then the loading dock is the ideal place to pick up and drop off materials but NOT a place to park your trades staff. You will need to find parking on the street or in one of the local Wilsons car parking buildings.

Documents and Forms

This has the building rules, welcome pack, and other relevant docs you may need while you are here. The App and the website H47.co.nz have copies if you need them.

My Keys

All the keys issued to the apartment are shown here. This does not mean you have all the keys as some may be held by the Owner, Agent, or Property Manager

Parcels

H47 management does not hold parcels for residents, and this is not used. The courier arrives between 7am and 10am and then from 1pm to 4pm Monday to Friday and has access to the Post box area. They will leave a note in your mailbox or on the notice board if you could not be contacted. Parcels are usually sent on to the Victoria Post Office for collection or back to their Depot depending on the courier service being used. We suggest delivery to your place of work rather than the building if you are not at home.

Notice Board

All Current Notices will be posted here as well as in the lifts or on the notice board in the mail foyer. Messages are broadcast to your registered email address and the Facebook page will also have information.

Business Directory

Trades staff, Supermarkets, Electronics stores and other essential services contact details are stored here. Note all trades staff must be registered and approved by the Body Corporate before renovations and maintenance. Certificates of insurance are to be held Building Manager and renewed each year. If you get good service or find a service that could benefit H47 residents let me know and we may be able to add them to the list.

Staff Members

Building Manager and Body Corporate Manager details are stored here. Under the building Rules, All communication goes through the Manager first and is then passed on to others if need be.

Emergencies

- The most common issue is flooding. Should you have a flood in your apartment or other emergency please call the Building Manager. If we are not available call your Owner or rental agent.



- All fire, medical, or domestic emergencies call **111 for Fire Ambulance or Police**.
- Full evacuation procedures are displayed on all levels. Please take time to familiarise yourself with procedures. All requests to leave the building must be adhered to. There is an exit plan between the two lifts in the building and in the event of a fire the message to evacuate will play over the speakers in your bedrooms. IF IN DOUBT>>>> GET OUT.

Health and Safety

- Under the Health and Safety Act and the regulations 2016 there are strict laws around safety of residents in the building.
- All Trade staff including those entering the building to maintain apartments must undertake an induction course into the way the building is run and where to locate shut off valves etc.
- There is an online QR code sign-in process in place.
- Workers or PCBU's must check if there are any hazards in the building before they proceed to your apartment. This includes Property Managers, Real estate Agents and Salespeople, Sky TV, electricians, plumbers, delivery people etc. etc.
- There is a separate section in this document for Health and Safety notices, please read it.

Occupancy

- Occupancy is governed by the Resource Consent and the Fire Regulations for the building at the time it was built in 2003.
- H47 has a maximum occupancy that was calculated by the Fire Engineers. This maximum number allows a certain flow of people out of the building via its fire exits in an emergency.
- The total number of persons allowed in the building gives us **2 people Maximum per bedroom** as per the plans in 2003.
- The total number of persons including small children and babies must not exceed 2 people per bedroom. I.e., a one-bedroom apartment means two occupants total and a two-bedroom apartment has a maximum of 4 occupants including babies.

Agents & Property Managers

- You and all trade maintenance staff or contractors are required to complete a full induction into the operation of the building under the Health and Safety Act. Please make a time with the building manager to do this so you and your clients are not held up.
- An automated induction is available online and will last two years before you are required to re-sit the training.
- Please ensure that you abide by all the rules set out in the entirety of this document. As an agent of the owner, you have taken over the responsibility of the owners for sales, maintenance, and upkeep of the apartment as have the occupiers taken on the responsibility to abide by the operational rules.
- If you don't understand the implications of a rule, you should seek clarification from the Building Manager.
- *Property Managers Note:* Your Tenants including children and flatmates (all occupants) must be registered with the manager prior to the tenant moving into the building. This is a rule of the building and ensures emergency services responding to a natural disaster or fire to know exactly how many people they need to find and evacuate.
This means all occupants and not just the person on the Ownership title or Tenancy Agreement.
- ENSURE YOU AS THE AGENT READ THE FLOOD PREVENTION NOTICE IN THIS DOCUMENT as you will have to perform this maintenance task every 6 months. You and your Owner may end up with massive restoration costs if you fail to check this item as all flooding flows down into the ceiling of the apartment below.

Lockouts

- **The Manager has a Master Key for every lock in the building except for storage lockers. Should a resident be locked out of their apartment for any reason, strictly no entry will be allowed if they do not appear in the resident register.**
- **Call out fees apply after hours.**

The Loading Bay is located on the right side of Gorst Lane at the second yellow speed bump in the lane, or on Lift level B1 from within the building.

- Using the MYBOS Resident APP to book a space to load and unload.
- To abide by our fire regulations, **no items** are to be taken or delivered through the front door nor out through B3 lift lobby.
- **All vehicles found unattended or with no booking and parked in or around the loading bay will be towed without notification. This area is for loading and unloading only unless you have booked the space.**
- DO NOT leave the doors to the building open at any time. The area is frequented by opportunists looking for a way into any building and thefts have occurred. H47 is your home... Keep it secure and safe for all.

Lifts

- Use of lifts for moving items in or out of the building is forbidden during peak times Monday to Friday when residents are rushing to get to and from work. The booking system has blocked out times you are not able to move in or out.
- There is often more than one apartment moving in or out of the building at any one time and the lifts are very busy. Cooperation is the key. Talk to each other and come to an agreement on loads to and from B1 and your moving vehicle. See tips for efficient moving.

Moving Tips (Please also see the full move in/move out instructions later in the document)

Follow these instructions and the move will be uneventful.

- There is only one lift allocated for moving. (The one on the right when facing the lifts).
- Maximum height of your bed or couch is 2m all other items up to 2.2m must go via the stairs. Anything over 2.2 will need a crane to lift it into your apartment.
- Do not under any circumstances move any item in the second lift as this is reserved for passengers only.

The best way to achieve a fast and efficient move is to -

- Place the padding from the B1 storage area onto the clips provided in the **right-hand lift**.
- Unload your moving vehicle and load the B1 lobby hallway with two lift loads of your items keeping clear of the fire exit doors.
- Call the right-side padded lift and switch the only white switch in the padlocked open panel to the on position. This will hold the doors open while you load the lift.
- Once the lift is loaded proceed to the floor you are moving to and unload the lift into the foyer. **Do not take anything to the apartment until the lift is empty and you have released the lift (White Switch).**
- Go back down and get the second load of items. If you have multiple people assisting place one of the helpers on the truck to continually load the B1 foyer while the second person loads the lift and takes it to or from the apartment level foyer.
- The third person then moves items too or from the apartment.
- If another apartment is moving, then ensure you come to an agreement as to which side your items will be stored in the B1 foyer area as items have been loaded on to the wrong truck.



Rubbish Room

- Any items that do not fit into the appropriate bin will be collected by Rubbish Direct Ltd and they will charge around \$120 + GST as a minimum charge per call out to take your rubbish away. The Manager will identify anyone dumping items from CCTV and the security system.
- The rubbish room is provided on level **B1** at the end of the corridor on the left. It allows removal of household rubbish and recycling.
- All inorganic rubbish removal incurs a charge from the removal company. Talk to the Manager before depositing inorganic material in the rubbish room as again there is a charge for all items. CCTV in the area monitors offenders so please ask the Manager.
- Please ensure all rubbish is double bagged and that nothing drips from the bag onto common area. Call out and cleaning charges apply should any item spill in the common areas.
- Please place all rubbish in the appropriate bins. The instructions are on notices on the wall of the rubbish room, lifts, bins.

Storage area

- **Strictly no items stored on top of the storage units or in any common area.**
- If your landlord or Agent has given you a locker it is located on level B1. Your locker is identified by apartment number.
- Please discuss this with your Agent or Owner as there is only one locker per apartment. From time to time an owner may be using the locker and it is not available to the Tenants.
- No flammable items, gas bottles or chemicals are to be stored in your locker.
- Fire regulations require that **NO** items be stored on top of the lockers.
- All items found on top of lockers will be removed to the rubbish room.

Gym

- This is part of the common area and for adults only and you cannot babysit your children in this area while you work out.
- Children under the age of 16 are not to use this area.
- Please wipe down all surfaces after you have used the equipment.
- Please report any damages to the Manager immediately so we can make repairs.
- Be respectful of other gym users and don't play loud music etc. (use headphones).

Bike and Scooter Room

- The bike and scooter room is a secure room to which only those with bikes and scooters have access.
- To request access please contact the building manager or complete the online access form below: [Online Access Form](#)
- Please do not take your bikes up the elevators as this leaves marks and may damage the glass. Any cleaning or repairs needed will be charged to you.
- Charging for SCOOTERS ONLY are permitted in this room.
- If you leave a mess when removing or returning your bikes or scooters to the room, please clean up after yourselves. Any mess left will be cleaned and on charged to you.

Common Areas

- Common areas are to be kept clear at all times. This includes placing rubbish bags no matter how temporarily in the hallways, storage area, or any other common area.
- Common areas are not to be soiled in any way and all spillages are to be cleaned up immediately. Failure to do this will require the managers to clean up the mess and will charge a call out fee.
- Rubbish bags are the usual source of damage to the carpets. Make sure you use two rubbish bags to contain liquids.
- The Cleaners only work in the building in the mornings. Call out fees apply to bring the cleaners back to the building and these will be on charged to the person responsible.
- Do not use any chemicals on common areas to clean up a mess as you may damage the carpet. Please call the manager before you attempt to clean anything in the common areas.
- Car Parks (if you have one) are not to be soiled in any way. The area is swept by a professional cleaning company every three months.
- Please keep the area clean of any rubbish or oil. Irrespective of who put the rubbish in your car park you will receive a cleaning invoice from the body corporate if the car park area is not clean

Notices

- Notices to residents are placed in the lift, on the Notice board on the Ground floor on the MYBOS Resident APP & on Facebook. Please read these daily so you are informed of building works and activities.
- Health and Safety notices are placed on the notice board in the mail room.

Security - CCTV and Entry Swipe Tags

- The building runs full CCTV security monitoring on all levels and in the lifts 24 hours a day 7 days a week.
- The swipe tags issued to you by the Owner or Landlord are your responsibility.
- Any broken or lost tags must be reported to the Building Manager immediately.
- Any lost or stolen tag needs to be identified and removed from the database before a new tag can be issued.
- No additional tag nor keys will be issued (even when lost) until the written authority from the Owner/Agents email address is received by the Manager.

Smoking Rule

- Smoking in the common areas or apartments of the building including the parking area is prohibited.
- Cooking fumes inside the apartment allows smoke to enter the common area hallways via the gap under your door.
- Apartments where there are bedrooms without windows get their fresh air from the common area hallways.
- This means your smoke can and will fill the bedrooms of other apartments. If smoke or cooking fumes gets into the hallways it will trigger the smoke detectors and trigger a building wide evacuation.
- The cost of a Fire Department call-out when the smoke detectors activate will cost you \$1,200.
- Smoking or electronic smoking including BBQ's is **NOT permitted on balconies at any time.**
- Residents are not to use the front entrance or the car park in the basement as a place to smoke.



Noise Rule

- Please keep the noise down to a whisper in the hallways as the noise gets in under doorways and will disturb your neighbours.
- H47 has a number of people working shift work who may be sleeping during the day.
- You are responsible for your guests while they are in the building. Please make sure they are aware of the rules before they come in as the rules will be strictly enforced for everyone's peaceful quiet enjoyment of their home.
- If your neighbours are a bit noisy just knock on their door and tell them the problem. In most cases that's all it takes
- If you have tried and they don't comply, then please call the Managers and they will go with you to the apartment to discuss the problem.
- If this still doesn't work management will investigate legal action in Tenancy Tribunal.

Balconies

- A resident must not erect on the exterior of the Unit a clothesline or apparatus for similar purpose (either permanently or temporarily) nor hang to dry clothes or any other thing on or from the exterior of the Unit.
- Balconies are for furniture only.
- Strictly no heaters or BBQs of any kind are permitted on balconies.
- No unsecured items are to be hung or placed on balcony rails or sills due to the fall hazards for those on the ground.

Pets

- No pets of any kind, that includes cats, dogs, birds, fish etc. etc.

Power

- When moving into the building you must contact your supplier of choice. Most residents in this building use Switch Utilities.
- Under no circumstances does the Building Manager read meters for residents. The contract you have for your electricity is between you and your provider and all reading are to be arranged through them.
- Your hot water is produced from the cylinder in your apartment and the cost of heating the water will be on your electricity account. There are no gas services in the building.

Power Tips

If your power goes off

- Open your apartment door and if the hallway lights are on then the problem with the power is within your apartment.
- If the power is off in the common area hallway, then look outside your apartment to see if neighbouring buildings also don't have power. Obviously, there is nothing the Building Manager can do to fix a city-wide power outage.
- However, if there are lights on in the city but no lights in the hallway then give the Manager a call to ask what is happening. It may just be only on your floor and the Manager doesn't know about it yet.
- If there is lighting in the hallway then open the fuse box located in your apartment on the wall at about head height, usually just inside the door or by the kitchen, look at the switches and you will see that they are all in the on position except the one on the far right.

- This is the RCD switch put in place to protect the entire apartment from electrical fault. Get angry with it and push it up hard. If it stays up, then all is ok. If it flicks off again then think about the last item you plugged in, or the last light switch you turned on. Something plugged into the power outlets has sent a signal back to the RCD unit to switch off the power as there is a fault.
- If you cannot find the item that is faulty then the following may help.
- Switch off all the fuse switches including the RCD unit.
- Then turn on the RCD switch and it should stay on. Slowly turn on the remaining fuse switches, waiting about two seconds between turning on each switch.
- When the RCD unit switches off again the last fuse switch you turned on has something faulty plugged into that circuit and that fuse switch should be turned off.
- Turn on the RCD switch and turn on all remaining fuse switches except the one that triggers the RCD. That should get you through the night.
- If it is a switch marked Power, then something on that circuit needs to be unplugged from the wall. It may be a laptop, shaver or it may be the dishwasher or microwave.
- Totally remove the plug from the wall socket.
- Try turning on the power switch again. If the RCD stays on and you have unplugged the dishwasher or the laptop, then that item needs to be serviced.
- If it is the switch marked Hot Water, then it may need a new thermostat. An electrician will be needed to sort the problem. You may have hot water for the next few hours so grab a shower now while you can as it may be cold by the morning.
- If it is a light circuit that is causing the issue, then call an electrician to repair the problem as its most likely a transformer issue.
- You can go through the same process above by turning off the only light circuit breaker causing the issue and that will get you through to a time when an electrician can come.
- If you are renting the apartment, it is the Owner or the Property Manager that you need to call for them to then call the appropriate contractor.

Phone

- You may choose any phone supplier for your landline. The landline can be connected to the front doorbell to allow guest access and communication.
- VOIP Phone numbers also connect to the doorbell.
- The phone landline comes in through the RJ45 points in the apartment. This is a standard Computer LAN plug, and you can obtain an adaptor for your phone and landline internet connection. The adaptor is called a RJ45 to BT connection adaptor.

Internet

- You are free to arrange any supplier you choose; however, as a Tenant you must get the Owners permission to install a fibre box, if you do not already have one, as any damage done during install may be deducted from your Bond. The Owner may choose to have the cable hidden in the walls at their cost.
- The building has a building wide Wi-Fi system, and the same supplier can offer services direct to a modem in your apartment.
- Contact them direct at <http://www.freedominternet.org/>
- Ultra-Fast Broadband is now available in the building ready for install in your apartment, but you must have the signed authority of the Owner for the works to install the fibre box if required.

Doorbell / Intercom

- You must have a land line, a dual land and cell phone line or a VOIP line and this can be connected to the doorbell at the front door.
- The intercom is essentially a phone line connected via your provider to your device. The call from the door to your phone needs to be toll free.



- Freedom Internet offer VOIP phone lines with their internet packages that can be connected to the front doorbell.
- When a guest or Courier company types in your apartment number your phone will ring.
If you want the guest to come into the lounge on the ground floor or up to your apartment level, you press the number 9 on your phone and the doors and lift will unlock to allow access up to your apartment level.
Please note if someone presses a button in the lift before your guest presses the button they will have to go back to the door and call your apartment again.
The Manager must program the number into the intercom before it will work. Email the manager with the details.

Water

- The water shut off valve is in the hot water cylinder area behind the panel. As it is rarely used it may be corroded into place. If so, ask the building manager to show the plumber the isolation valves for your apartment that are in the hallways.



- Water is supplied as part of the body corporate fees paid by the Owner. Please keep the water use to a minimum and turn taps off completely.
- If the toilet is running constantly, please contact the Owner or Property Manager to have the item fixed as a tap dripping once every second can waste 12,000 litres of water a year.
- Hot water is supplied via your hot water cylinder in the bathroom cupboard. The cost of heating the water is on your electricity account.
- The tap to turn off water to your apartment is in the bottom of the hot water cupboard. Your plumber will need to remove the front panel to get to it.
- The cost of flooding any apartment below you could very well be in the thousands of dollars, so please be mindful of any leaks.

Maintenance

- All items within the apartment are the Owners or Property Managers responsibility. Please contact the person you pay rent to in order to have the item fixed.
- Ensure the hose from the shower where it connects to the wall is always tight. If you can move it, you need to tighten it before it leaks into the apartment below. There are further instructions with a diagram on this below.

Bathroom Fans

- These fans are usually very quiet. If you are not sure that they are working, place a piece of toilet tissue over the extraction vent with the switch turned on. The paper should stay sucked up to the ceiling. If it does not stay up, then call the Owner or the Property Manager.

Internal Bedroom Fans

- For apartments with internal bedrooms. i.e., where there are no windows. You have a switch in the wardrobe that turns on or off the ventilation fan. The outlet in your room or the lounge can be opened by unscrewing the centre of the vent to allow more air into the room.
- Close off the lounge and all the air goes to the bedroom. The air is sucked from the hallway which has fresh air pumped into it from the roof.
- If your neighbours smoke or allow cooking smells into the hallway you will smell it in your

bedroom.

- Please keep windows and deck doorways closed while cooking and be considerate of your neighbours.
- Likewise, this fan moves air from the corridor into the bedroom that does not have a window and can be checked in the same way as the bathroom fan. The vent is somewhere just outside your apartment door in the main corridor.

Waste-Master Use

- The first thing to remember is to run plenty of water.
- Start running the water before turning on the switch.
- Slowly put the food waste down the disposal system.
- DO NOT put fat or oil down the drain as it will block!
- Keep the water running for at least 60 seconds after you turn off the switch to completely flush the pipe between the sink and the common area of the hallway where the main downpipe is located.
- The pipes will block if the items are not flushed completely and left there.
- If large items jam the waste master the red reset button below will pop open. Sometimes an Allen key is needed to rotate the inner components to dislodge the item before it can rotate freely again.
- Turn off the power to the unit under the bench, remove all food items from the unit and shine a torch in the sink unit pushing the rubber back to make sure no items remain.
- Using the Allen key rotate the unit as shown in the image until it rotates freely.
- Press the reset button (red on this machine) and turn on the power. If it is still jammed, you may need to call a plumber to repair it or your Property Manager or Owner if you are a tenant.



Stairwells

- The stairwells have been fitted with a lock that will allow apartment door keys to open the B1, Ground, and your apartment floor level only.
- Swipe access is available to the Eastern Stairs at B1 and Ground floors.
- Please do not smoke in or litter these areas.

Drug Detector Dogs

- H47 has a “no tolerance” drug use policy and uses highly trained dogs to detect drug use from the hallways, in the storage areas and in cars. These dogs can smell the tiniest amount of residue up to two months after drug use in the apartment.
- All positive indications where the dogs identify possible drug use is reported to the Police, to the Owner of the apartment, and to the Property Manager.
- You can expect a visit from Police for questioning.

Fire System

- The building is fitted with sprinklers and Smoke detection.
- Full fire evacuation procedures are provided by the lift and the stairs to the Ground floor are either side of the lift lobby.
- Every Two years the inspectors look at every apartment and every room including wardrobes to check the operation of fire detection and firefighting equipment.

- DO NOT under any circumstances attach anything to any sprinklers. They are very sensitive and if they break there will be thousands of litres of water pumped into your apartment, the apartments next door and the apartments below you.
- All costs associated with the clean-up and repair will be at your cost unless there is a real fire.
- In the event of a fire in the building the speakers in the ceiling of your apartment will sound a siren. Please follow the instructions from the loudspeaker system in your apartment. If the system says evacuate, then GET OUT OF THE BUILDING. Every activation is to be treated as a fire.
- Sometimes there are tests done on the system. An announcement will be made prior to setting off the system for testing.
- If the system says evacuate the building or the sirens sound, then leave the building via the nearest stairwell immediately.
- Meet outside the building on the footpath under the canopy outside the front door and the Barber Shop on the corner of Gorst Lane.
- Do not crowd around the front door as the firemen need access to this area.
- **NEVER EVER** remove the smoke detectors in your apartment as they will set off the alarm in the Panel. The cost of a call out by the fire engineer will be charged to you for tampering with the system. Cost is around \$250 to \$380 depending on the time of day or the day of the week.
- If you do get an activation of your smoke alarm in your apartment open a window immediately and try to fan away the smoke from the detector that has been activated. If you leave it too long the smoke detector will lock and stay on until the engineer can fix it at the panel in the basement. The cost of the call out will again be charged to you.
- **DO NOT OPEN THE DOORWAY TO THE COMMON AREA HALLWAY.** This will activate the main building system and you will be charged for a fire call out. Cost around \$1,200. Call the Manager for assistance.
- Every two years each apartment is inspected and a full report on the system is made. Each alternative year an inspection of 25% of apartments are inspected. You will be notified when this will occur.

Car Parking

- The car parks are allocated to various apartments. The maximum height in this area is 2.00 meters. Those who have car parks will have access to the area. If you are renting a car park from someone else in the building, you will need to get the Manager to allocate access to that area and the original apartment who owns the car park will have their access taken away.
- Do not use the levels **below the H47 lift foyer** for car parking as they have a strict tow away policy for vehicles that do not have the appropriate sticker or registered registration numbers. See the car park entrance notice on the wall for details of fines and vehicle recovery.
- If you own or are renting a car park you have the authority to tow away any vehicle in your parking space.
- No notice is given for towing even if you have a note in the window. If you are parked incorrectly in a car park, even if it is a mistake the cost to you will be over \$300.
- THERE ARE NO VISITOR CAR PARKING SPACES IN H47.
- The Towing Company may request the Manager call to have the vehicle towed. Our contract with them states the Owner not the manager has that authority. Please advise them of that and they will meet you at the entrance to come in and tow the vehicle away.
- The contact number is on the posts on the car park area.
- Guest Parking and trades staff maintaining your apartment must park on the street.
- Do not use the loading dock as all unattended vehicles will be towed without warning.

Couriers

- The Building Manager does not collect or hold Courier packages.



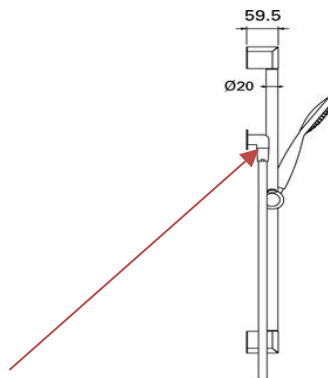
- Please get them delivered to another address, such as your workplace, if you are not at home or do not have a land line.
- The Courier has access to the Mailbox area and will leave a note in your mail box if they cannot get hold of you.

Mail

- Mail is placed in the mailboxes in the mail room on the ground floor.
- The Manager has a box marked **Manager** for any correspondence.
- Any mail belonging to the previous Tenants should be placed in the Return Mail mailbox next to the Managers box. The Postie will take them away and send them on for you.
- Don't place junk mail on top of the boxes. Take it home or place it in the rubbish bin on the street or in B1.

Flood Prevention

- Please ensure you regularly check the connection between the shower hose and where it attaches to the wall above head height. (See Arrow in the graphic below for location of grub screw. An Allen key will be needed to tighten it) If you can rotate the head at the wall, it **MUST BE TIGHTENED IMMEDIATELY**. Water leaks in behind the wall at this point down to the apartment below. All costs of ceiling replacement and painting etc. will be yours as the insurers treat this as negligence. Report all floods immediately to the building manager.



Hose Fittings

- Under the sink in the bathroom and the kitchen is stainless steel hoses that are prone to bursting in the night. Owners are encouraged to replace them every 5 years to prevent flooding.

Pest Control

- The building has a full pest control service in place. All common areas have a bait and surface spray program running for cockroaches.

Bed Bugs

- Contact the manager or your property manager immediately as these can spread throughout the building in a matter of days. We do not allow spray for this purpose as spray only kills off the live bugs at the time. We have a contractor who can steam the bugs and eggs and kill them in one treatment without chemicals.

Fleas

- Each year we have a fire call out for people using flea bombs to get rid of fleas. This will cost you \$1200 for a fire department call out... DON'T USE FLEA BOMBS EVER>>>>>>>

Vinegar Flies

- Each Summer you will no doubt see small flies in your apartment. These are common and called Vinegar Flies and often called fruit flies. They eat the protein on the walls of drains in your kitchen or bathroom. A small amount of bleach down the basin overflow and down the drain hole will sort them out overnight.



Health and Safety

The following permanent health and safety items have been identified in the building. There is a statement of the Hazard Description followed by a Recommended Hazard Control to advise what you are expected to do. If you don't understand or don't know this is no excuse as all residents of New Zealand are expected to learn this and not knowing is now not accepted as an excuse by the courts.

Site Procedures Notice for Residents

The Health & Safety at Work 2015 Act places shared obligations on both owners and occupiers of buildings. These obligations also extend to visitors such as Contractors carrying out work on site.

The building has a system of hazard identification and control in place for the common areas. Health & Safety NZ Ltd ('HSNZ') carry out annual hazard identification inspections and we implement the necessary hazard control recommendations.

Where hazards cannot be eliminated or minimised, the law requires that we implement procedures to keep people safe. Wherever practicable, we will install signage as a guide for all concerned.

While mindful that you have control of your own workplace within your own units or tenancy, there are, however, some areas of mutual responsibility with ourselves. To assist with some clear direction around these, we are enacting the following set of standard procedures to be followed for all areas on site.

Contractor and Trades Personnel Control

Contractor activity on site needs to be controlled, so that work is pre-planned and safe methodologies are used. Where you engage contractors to undertake work, can you please advise them of the site hazards and ensure that they have planned their work safely. We recommend that they provide you with a Safe Work Method Statement before commencement.

Where your contractors have to undertake work outside your unit or tenancy area, they must observe the site access / induction procedures before starting work.

Before starting work on site, your employees must complete our induction process with the site Building Manager for specific details. Ph: 027 703 8274 or E: manager@h47.co.nz

A site-specific induction process on the ground floor and B1 foyer areas will be installed to automate the sign in / sign out process. This will be via the QR code on the contractor posters.

Gas Safety

All local Regulations must be followed for the correct storage and handling of gas products.

Where flammable gas (e.g., LPG) is located on site, strict adherence to the local Regulations is required. Cylinders are to be correctly stored and prohibited from B1 storage area and the B3 Car Park. They must also be isolated from the risk of vehicle impact.

Electrical rooms / Cupboards

The Wiring Regulations prohibit storage in these locations. Please ensure that any Electrical Cupboards that you have access to are kept clear of all material.



There are often exposed cables found in electrical cupboards. Owners and tenants should always assume these cables are live and should not be touched. Advise the Building Manager.

Electrical Distribution Boards

Gaps in the isolating mask of the electrical distribution board pose a risk of electrocution. Stay clear of any gaps.

Where an owner or tenant discovers such a gap, they need to advise the Building Manager.

For owners or tenants arranging their own electrical work, the distribution board needs to be left in a compliant state with no gaps to the isolating mask.

Hazardous Chemicals

Chemicals stored and used within the unit or tenancies vary widely. Where volumes exceed the mandated thresholds (i.e., bulk storage), local Regulations must be followed with regard to storage, signage, handling, and emergency procedures, etc.

Where volumes are below thresholds, can you please ensure that the appropriate storage and handling procedures, as set out in the relevant Material Safety Data Sheets, are followed.

Spill kits to be made available, where required, in accordance with local Regulations.

Chemicals must not be left unattended in public areas.

Renovation and Maintenance Noise

Exposure to noise levels above 85dB is likely to cause damage to hearing. The higher the noise level, the less time needed for permanent injury. For this reason, any high noise activity associated with your apartment needs to be controlled so that it doesn't impact on persons elsewhere on site. This is particularly important where children may be present.

Public Safety

We all have a shared responsibility for Public Safety. Occupants, visitors, or people even walking past along the boundary, they are required to be protected from harm.

Any activity within your unit or tenancy (includes Accessory Unit), including work by contractors, needs to take Public Safety into consideration. The most common public safety issues are where items can fall onto people (off walkways, balconies, etc.) or where visitors could themselves fall.

We would ask that you assess your unit or tenancy for public safety issues and put all necessary steps in place to prevent injury occurring.

Children Visiting Site

Children visit sites under a number of different scenarios. Perhaps the most hazardous is the after-hours visit with mum or dad, where small children may be left unattended for a period. Access to balcony areas (with chairs to climb), chemicals under sinks and in cupboards, or a host of other items can attract and harm a curious child. We ask that you discuss this with the residents of your apartment together to make your home as passively safe as possible for small visitors.



Other Traffic Activity

Traffic can pose significant risks to residents, visitors to site, service providers, and members of the public. It is important that the Traffic Management Plan is adhered to.

Disabled Access

Disabled access requirements should be considered within the unit, tenancy, and the building as a whole. This may include areas such as parking, access routes, toilets, lifts, etc. These facilities also benefit elderly or injured occupants within the workplace.

Site Procedures Notice for Contractors

The Health & Safety at Work Act 2015 places shared obligations on both owners and occupiers of buildings. These obligations also extend to visitors such as Contractors carrying out work on site.

The buildings within our portfolio have a system of hazard identification and control in place for the common areas. Health & Safety NZ Ltd ('HSNZ') carry out annual hazard identification inspections and we implement the necessary hazard control recommendations. Our intention is to make the site as safe as possible for our residents and our contractors.

Contractor Hazard Lists are posted outside the mailroom on the ground floor lobby. These detail the site hazards and the associated controls to be followed for each hazard type. Please ensure that your employees are told about these and directed to read and follow the required hazard controls.

Where hazards cannot be eliminated or isolated, the law requires that we implement procedures to keep people safe. In addition to the Contractor Hazard List controls, the following Site Procedures are to also be followed – please advise your staff:

All contractors are required to wear a uniform or name badge identification identifying the company they represent.

Site Access / Induction

Before starting work on site, your employees must complete our induction process with the site Building Manager for specific details. Ph: 027 703 8274 or E: manager@h47.co.nz

A site-specific induction process on the ground floor and B1 foyer areas will be installed to automate the sign in / sign out process. This will be via the QR code on the contractor posters.

Alcohol and Drugs Policy

We have a strict non-negotiable policy regarding Alcohol and Drugs. No Contractor may carry out work of any kind on site while under the influence of alcohol or drugs.

The building employs drug detector dogs who visit on an irregular basis. Any indication by the dogs will result in Police being notified immediately and the trades person stood down until the matter can be resolved.

Confined Spaces

Contractors carrying out work in confined spaces are legally required to follow the mandatory Confined Space procedures as specified by local Regulations. All necessary equipment and employee training / certification to be provided by the contractor. Examples of confined spaces are:

Working inside enclosed air handling units when refrigerant is present. A Safe Work Method Statement for working inside air handling units with refrigeration to include isolation of the fan motor, ventilation of the air handling unit by removing access panels (or opening doors) and allowing it to ventilate fully before entering. Doors, where applicable, to be secured in the open position.

Working in drainage pits deeper than 1.5m, sewage pits, large accessible diesel tanks.

A Safe Work Method Statement for this work to include atmospheric testing and the required confined space entry procedures.

Accessible water tanks. No work allowed inside undrained tanks.

Electrical Isolation

Live electrical work is NOT allowed on site. All electrical supplies to be isolated, locked out and tagged before work is carried out on electrical equipment.

Electrical Rooms / Cupboards

The Wiring Regulations prohibit storage in these locations. Please ensure that any electrical cupboards that you have access to are kept clear of all material. This includes all tenancy electrical cupboards.

Falling Debris

When working close to any roof edge, canopy edge, air-bridge, balcony, or mezzanine area the risk of items falling (falling debris) is to be considered. Areas to be appropriately cordoned off at ground level and signposted.

Tools and materials to be secured to prevent them falling.

Falls / Working at Height

Many areas on site will be hazardous, with a risk of falling.

Safe Work Method Statements are to be prepared in all instances where there is no system of fall prevention in place:

- Within 2m of a fall where there is no fall prevention barrier (roofs, canopies, ledges). NB: A compliant barrier must be 1100mm or higher.
- Within 2m of a fall area where there is a compliant barrier, but the work is at height (e.g., on a stepladder above the barrier level).
- Within 2m of unprotected skylights.
- On any brittle roof (e.g., fibrolite, Super 6, rusted metal roofing).
- Roofs with a pitch greater than 5 degrees.
- Locations (roofs, canopies) with no fixed ladder access.
- On high items of plant (e.g., chillers, cooling towers, air handling units, ductwork).

First Aid

While first aid facilities may not be immediately available on site (e.g., in a tenancy), it is important that your employees also have their own first aid kits in their vehicle.

Gas

All work on gas systems to be carried out by qualified persons only. Gas cylinders (all types) are to be correctly secured and must NOT be left in a position where they can be impacted by moving vehicles.

The only Gas mains in the building is from the shut off valve above the side entrance door to unit R1 in Gorst Lane.

This gas feed goes to the Restaurant located in the Ground Floor entrance to H47.

Hazardous Chemicals

Chemicals stored and used by Contractors vary widely. Your company is responsible for all chemicals left on site that are associated with the equipment maintained by you under your contract (your chemicals).

Your chemicals are to be identified and entered into a Site Chemical Register for your company. This includes all solvents, fuels, oils, powders, etc. associated with your work. This register to be kept on site in a plantroom location that is convenient to your employees.

Material Safety Data Sheets to be sourced for each chemical. Procedures for storage, handling, use and disposal to be followed. Chemical safety signage to be posted as per the relevant Regulations.

Spill kits are to be supplied by you the contractor, where required, in accordance with local Regulations.

Chemicals must not be left unattended in public areas.

Ladders

Ladder injuries are the second-highest cause of workplace injuries in New Zealand. Ladders are the device of last resort for work at height. The use of elevated work platforms, moving scaffolds and personal hoists should be considered BEFORE ladders are used. All ladders brought to site by your employees must be of the correct type for the task and be in good condition.

All employees using ladders must be appropriately trained in their use.

Lift Shafts & Pits

Work in the lift shaft(s) and pit(s) on site to be carried out in accordance with the local Legislation and the lift company's own safety procedures. Machinery isolation and fall prevention procedures must be followed.

Machinery

All machinery by its very nature is hazardous and may result in serious harm injuries or death. All fixed machinery such as lift machines, air conditioning units, pumps, fans, gates, etc. to be correctly maintained in accordance with local Regulations / Codes of Practice.

All moving machinery must be adequately guarded. Machinery guarding on site must comply with the latest Machinery Safety Standards.

All work undertaken is to comply with local Regulations / Codes of Practice, etc. Provision must be made for the safe cleaning, maintenance, and repair of machinery. This includes guarding, lockout mechanisms, and a training program for safe work procedures.

Machinery Isolation

All machinery is to be electrically isolated and secured from movement before work is undertaken.

Noise

Exposure to noise levels above 85dB is likely to cause damage to hearing. The higher the noise level, the less time needed for permanent injury. For this reason, any high noise activity associated with your activity needs to be controlled so that it doesn't impact on your employees and other persons and residents on site.

Employees to carry a noise meter and assess noise levels prior to starting work. (NB: smartphone apps are available at no cost). This to include ambient noise and activity-based introduced noise.

Appropriate hearing protection to be used.

All noise works are notifiable and notices to residents must be issued prior to works commencing.

No works may be conducted where residents are present and not equipped with hearing protection.

Personal Protective Equipment (PPE)

Please ensure that all necessary Personal Protective Equipment (PPE) is provided for your employees. Systems of PPE maintenance / replacement and appropriate training are also your responsibility.

Public Safety

We all have a shared responsibility for Public Safety. Where people are visiting site, or even walking past along the boundary, they are required to be protected from harm.

All your task planning needs to take Public Safety into consideration. Noise, falling debris, chemicals, machinery, and electrical hazards can all impact on the public, particularly children who may be on site.

We would ask that you assess your work activity for Public Safety issues and put all necessary steps in place to prevent injury occurring.

Safe Work Method Statements

Where a Safe Work Method Statement is required, it MUST be completed prior to the work being undertaken. Safe Work Method Statements must only be completed by persons with the required level of competency. Where work is planned in advance, the Safe Work Method Statement is to be submitted to the Building Manager for approval before work commences.

Sub-Contractor Control

Sub-Contractor activity on site needs to be controlled, so that work is pre-planned and safe methodologies are used. Where you engage sub-contractors to undertake work, you must advise them of the site hazards and ensure that they have planned their work safely in accordance with this Site Procedures Notice.

Your sub-contractors must observe the site access / induction procedures before starting work.

Dust and Fumes

All works are to be completed within the apartment. No dust or fumes are to escape the apartment during the works. Work is forbidden on the balconies unless full shrink wrap is used and no dust escapes.

Ensure smoke detectors are well protected from the dust as it will clog the filters and cause an activation.

All dust to be removed immediately from common areas and the Building Manager notified of the spillage.

CONTRACTOR HAZARD LIST

Note: The information below details the hazards on this site and the control procedures that we expect contractors to follow. Remember, you are responsible for your own safety as well as the safety of the occupants of the building and the general public.

As a condition of employment on this site, you must induct yourself by reading this information fully and ensuring that all procedures are followed. Please ensure that all members of your working party (including any sub-contractors) are apprised of this information and follow the control procedures set down.

Should any accidents or near misses occur on site, you are required to advise the Building Manager ASAP.

Any additional hazards that you discover are also to be reported to the Building Manager ASAP.

YOU MUST CARRY OUT YOUR OWN HAZARD ASSESSMENT PRIOR TO STARTING WORK AND PUT IN PLACE ALL NECESSARY CONTROLS.

Hazard Type	Control Procedure
Alcohol / Drugs Policy	No contractor or associated person is to access this site AT ANY TIME to do any work whatsoever while under the influence of alcohol or drugs.
Asbestos (where applicable)	All work involving Asbestos Containing Material (ACM), where present, requires a pre-approved Safe Work Method Statement. All relevant Regulations to be followed.
Atmospheric Conditions (where applicable)	Cooling towers are a biohazard area due to the likely presence of Legionella. The towers are routinely inspected and dosed to reduce this to safe levels. However, anyone likely to be working in the vicinity of the towers for long periods should supply and use the appropriate protective clothing (e.g. mask).
BMU (where applicable)	Where a BMU is installed on site, contractors are to ensure that only adequately trained individuals operate this equipment. All operators are to contact the Building Manager prior to beginning work. All logbook procedures to be completed. A pre-approved Safe Work Method Statement is required. Contractors to provide harnesses of the correct type (full body) and take all responsibility for maintenance and staff training related to any such equipment.
Confined Spaces	Contractors carrying out work in confined spaces are legally required to follow the mandatory Confined Space procedures as specified by local regulations. All necessary equipment and employee training / certification to be provided by the contractor. Examples of confined spaces are: <ul style="list-style-type: none"> Working inside air handling units when refrigerant is present. A pre-approved Safe Work Method Statement for working inside air handling units with refrigeration to include isolation of the fan motor, ventilation of the AHU by removing access panels (or opening doors) and allowing it to ventilate fully before entering. Doors, where applicable, to be secured in the open position. Working in drainage pits deeper than 1.5 metres, sewage pits, large accessible diesel tanks. A pre-approved Safe Work Method Statement for this work to include atmospheric testing and the required confined space entry procedures. Accessible water tanks. No work allowed inside undrained tanks.
Electrical	All electrical installations, plant and equipment are to be regarded as LIVE. Normal electrical hazards are present on site. Switchboards are only to be accessed by suitably qualified persons. Where switchboards are in publicly accessible areas (e.g. a carpark), they are to be kept locked. If unable to lock for any reason, then contact the Building Manager and advise. Electrical wiring, motors, etc. are only to be worked on by suitably qualified persons. Exposed electrical wiring is NOT to be left unattended under any circumstances. Electrical work to be carried out in public areas (e.g. tenancies, foyer, external areas) has to be controlled appropriately. Areas are to be cordoned off prior to work commencing and if there is any likelihood of children being present, the work is to be carried out after hours.
Emergency Procedures	Contractors are to familiarize themselves with the Fire Evacuation procedures for the building. Please locate one of the site evacuation notices and take the time to understand the evacuation paths from the building.
Falling	The roof areas and canopies on site have some places where there is little or no protection from falling. Any resulting fall would be fatal. Extreme care is required. Accordingly, in these locations, exclusion zones have been created within 2 metres of the roof / canopy edge. No access is allowed to these 2 metre exclusion zones without a pre-approved Safe Work Method Statement detailing the fall prevention method and falling debris control measures to be used. This MUST be submitted to the Building Manager and approved prior to the work being undertaken. Work within the 2 metre exclusion zones to follow a set procedure (e.g. temporary barriers, work positioning systems, lifelines, harnesses, etc.) to prevent falling. No new equipment to be mounted within the 2 metre exclusion zones. N.B. Brittle Roof procedures to be put in place for any work to be done on a roof or canopy where skylights, glazed roof areas, fibrolite or rusted metal roofing are present. Where access is required on or within 2 metres of a brittle roof area, a pre-approved Safe Work Method Statement is required. This is to include suitable fall prevention measures such as temporary covering, work positioning / fall arrest systems.
Floors / Accessways	The common area flooring is material that is susceptible to slipping when wet or dusty. If any liquid is spilt it must be cleaned up and the floor dried immediately. Where provided, roof walkways must be used.
Gas (where applicable)	Where there are gas installations on site, all areas to be checked for gas appliances prior to work being carried out. No naked flames in these areas. All work on gas systems to be by qualified persons only.
Hazardous Chemicals	Contractors are to take responsibility for the chemicals they introduce to site for the operation of equipment they maintain (e.g. air conditioning, cleaning, lift equipment if present on site, etc.) Contractors are to ensure the following: <ul style="list-style-type: none"> All chemicals are to be identified and entered into their Chemical Register. This includes all solvents, fuels, oils, powders etc. SDS Sheets to be sourced for each chemical. Procedures for storage, handling, use and disposal to be followed. Staff to be adequately trained. In particular, cleaning chemicals, dosing chemicals, fuels and paint must be correctly stored. Chemicals are NOT to be left unattended in public areas.
Housekeeping / Cleanliness	All areas are to be kept clean and tidy. This is to prevent vermin and to reduce the risk of fire. All material including paper, boxes, rags and old machine parts are to be removed from site at the completion of the work.
Ladders	Contractors may be required to use on-site fixed ladders in the course of your work. Fixed ladders are to be used for access only. They are NOT work platforms. Due care to be taken when carrying items up ladders. Where practicable, loads should be contained in a bag over the shoulder, rather than carried by hand. Heavier items need to be safely hauled up or lifted by mechanical means. Contractor-owned ladders such as stepladders and extension ladders are to be used in accordance with the NZ Code Of Practice. Ladders are to be used in the correct circumstances, be correctly maintained and staff adequately trained.
Lifts & Hoists (where applicable)	Lift Machine rooms / Lift Shafts and Pits contain unguarded machinery and electrical equipment that is potentially very dangerous. Great care is required. Wherever possible, lift machinery is to be isolated prior to work occurring in the vicinity. Lift Machine rooms are to remain locked at all times. Work in lift shafts and pits is to be carried out in accordance with local legislation and the lift company's own safety procedures.
Machinery	All fixed machinery such as air conditioning units, pumps, fans etc. are potentially hazardous. All interlocks, guards, etc. to be kept operational at all times. Where you find unguarded machinery, this should be brought to the attention of the Building Manager for remedial action. Should it be necessary to remove a guard from a piece of machinery in order to service it, the guard must be replaced correctly on completion of the work. ISOLATION PROCEDURE TO BE FOLLOWED – TO INCLUDE ISOLATION OF POWER SUPPLY AND MOVEMENT OF PARTS.
Noise	Hearing protection is required where noise levels are above 85dB. Any plant rooms / areas on site that contain diesel engines (e.g. Fire Sprinkler Pump Room and Generator Room), chillers and compressors will be high noise hazard areas. Earmuffs of an appropriate grade to be worn in any areas where high noise hazards have been identified or are likely to be present.
Person With Control Of A Workplace	Contractors working on site are likely to be in a position of sole responsibility. As part of that responsibility, there is a duty of care to any sub-contractors a company hires. All contractor parties carrying out work on this site MUST have complying Health & Safety systems in place.
Protective Clothing & Equipment	Contractors must provide their own protective clothing and equipment as required, based on hazards identified (e.g. hi-viz, earmuffs / plugs, safety footwear, eye protection, harnesses). Contractors to take all responsibility for maintenance and staff training related to any such equipment.
Public Safety	All occupants and visitors to the building have an obligation to the general public, particularly any children in the vicinity. When carrying out any tasks, please ensure that public safety is carefully considered. In particular, any items that could fall into the street from upper floors, any extension leads or power tools left plugged in on the ground and any chemicals left within reach of anyone. IF IN ANY DOUBT – YOU ARE REQUIRED TO STOP WORK ON THE GROUNDS OF SAFETY AND SEEK CLARIFICATION.
Smoking	The whole site is designated 'No Smoking' for contractors. This includes common areas such as carparks, roofs and plant rooms.
Welding	When arc welding is to be carried out, every effort must be made to protect other persons from welding flash with the use of curtains, screens, etc. Any "hot work" is to involve discussion with the Building Manager as to suitable practices and in all cases an appropriate fire watch (separate person with extinguisher) is to be maintained.
Work On The Outside Of The Building	Only suitably qualified and trained persons are to participate in high-level external maintenance tasks (e.g. cleaning of exterior windows.)



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

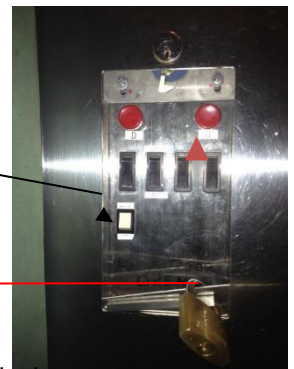
- The ceiling heights are low and **fire sprinklers hang below the ceiling**. All damage to the ceiling, walls, or floor by you or your movers will be at your cost. Hitting a sprinkler will cost tens of thousands of dollars in damage before the fire brigade arrives to turn the system off. Please TAKE 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.

OPERATIONAL RULES OF BODY CORPORATE 326030

All previous Body Corporate Rules established under the Unit Titles Act 2010 and the Body Corporate Operational Rules contained in Schedule 1 of the Unit Titles Regulations 2011 are revoked and replaced with the rules contained in this Schedule of Amendments.

1. Definitions and Interpretations

Definitions

1.1. In these Rules, unless the context otherwise requires:

"Act" means the Unit Titles Act 2010 and/or the Unit Titles Regulations 2011, as the case may be, including any statutory modification or re-enactment of that Act.

"Body Corporate" means Body Corporate Number 326030 (North Auckland Land Registration District) and/or the Committee where appointed under these Rules (as the case may be).

"Building" means the building on the Land.

"Building Manager" means the Manager.

"Committee" means the committee from time to time appointed by the Body Corporate.

"Committee's Representative" means a member of the Committee appointed by it from time to time to represent it.

"Common Property" means the common property comprised in the Unit Title Plan.

"Contractor" means any contractor engaged from time to time by the Body Corporate, including without limitation the person engaged to collect and dispose of the rubbish.

"Land" means the land which is the subject of the Unit Title Plan.

"Letting Service" means the business of letting Units to be conducted by the Manager, subject to Rule 2.1(o).

"Letting Service Rights" means the provision of the services by the Manager incidental to the Letting Service including, without limitation and subject to Rule 2.1(o):

- (a) advertising and promotion;
- (b) offering Units for letting;
- (c) entering into agreements with travel agents, tourist agencies and others;
- (d) negotiating with persons to occupy or use Units for reward;
- (e) terminating any agreement or arrangement for occupation or for use of the Units;
- (f) collecting fees and other moneys payable for occupation and use of the Units;
- (g) instituting proceedings for recovery of possession of the Units or any fees or money payable for occupation or use of the Units.

"Management Agreement" means any agreement in relation to the management control and administration of the Building entered into by the Body Corporate in terms of Rule 3.2(h).

"Manager" means any manager of the Building (whether incorporated or not) appointed under the Management Agreement from time to time.

"Owner" means a person registered as an owner of a stratum estate in freehold in a Unit on the Unit Title Plan and any person under the control of the owner and, where applicable for the purposes of these Rules, includes any occupier of a Unit.

"Rules" means these rules and amendments made to them from time to time.

"Unit" means a principal unit on the Unit Title Plan and:

- (b) unless the context otherwise requires, includes all accessory units attached to that Unit(if any);
- (c) in relation to any owner or occupier means the Unit owned or occupied by that owner or occupier.

"Unit M1" means principal unit M1 on the Unit Title Plan.

"Unit Title Plan" means Unit Title Plan number 326030 (North Auckland Land Registration District).

"Vehicle" includes a motorcycle.

Interpretation

- 1.2. Words importing one gender include the other genders.
- 1.3. Words importing the singular or plural include the plural and singular respectively.
- 1.4. Headings are inserted for the sake of convenience and ease of reference only. They do not form part of the text, and shall not affect the construction or interpretation of these Rules.
- 1.5. Terms defined in the Unit Titles Act 2010 ("Act") have the same meaning in these Rules as they have in the Act, unless the context otherwise requires.

2. Duties of Owner

2.1. An Owner shall in relation to any Unit of which that person is the registered Owner;

- (a) permit the Body Corporate (or its agents or employees) at all reasonable hours, and at any time in the case of an emergency, to enter the Unit for any of the following purposes:
 - i. viewing the condition of the Unit;
 - ii. installing, maintaining, repairing or renewing any pipes, conduits, wires, cables, services, ducts, or plant in, upon, or passing through the Unit and capable of being used in connection with the enjoyment of any other Unit or Common Property;
 - iii. maintaining, repairing, cleaning, repainting, redecorating or renewing any Common Property;

- iv. maintaining, repairing, cleaning, repainting, redecorating or renewing the exterior of the Building;
 - v. ensuring that the Rules are being observed; and
 - vi. without prejudice to any other rights, powers and remedies of the Body Corporate (in the case of default by an Owner) for maintaining any garden or ground pursuant to Rule 2.1(g).
- (b) comply in all respects with all legal requirements for the time being in force in the area in which the Unit is situated in so far as they relate to the use, occupation or enjoyment of the Unit;
- (c) forthwith and at all times carry out all work that may be ordered by any competent local authority or public body in respect of the Unit to the satisfaction of that local authority or public body;
- (d) duly and punctually pay all rates, taxes, charges and other outgoings from time to time payable in respect of the Unit to any local authority or public body and all sums properly levied in respect of the Unit by the Body Corporate;
- (e) repair and maintain the interior of the Unit, and keep it in sufficiently good order, repair and condition to ensure that no damage, harm or diminution in value shall ensue to the Common Property or any other Unit;
- (f) make no additions or alterations to the Unit (including any alteration to installations for the supply of gas, water or electricity) or in any way alter the elevation or external appearance of the Unit without the consent in writing of the Body Corporate;
- (g) maintain any garden or ground forming part of the Unit in a neat and tidy condition;
- (h) make no alteration to the colour scheme or appearance of the exterior of the Unit without first obtaining the consent in writing of the Body Corporate, such consent to be given at the absolute discretion of the Body Corporate;
- (i) make no alteration to any paved or sealed areas without first obtaining the consent in writing of the Body Corporate;
- (j) observe and comply with the rules of the Body Corporate relating to the control, management, security, safety, care, operation, cleanliness and use of the Unit and the Building and the Common Property, and the preservation of good order, safety, comfort and enjoyment for the Building's occupants and visitors;
- (k) neither fix nor erect any sign to any part of the exterior of the Building without first obtaining:
- i. the prior written approval of the Body Corporate, such approval to be given at the absolute discretion of the Body Corporate;
 - ii. all statutory and local authority approvals;
 - iii. the directions of the Body Corporate as to position, size, colour and style of sign;
- (l) not fix signs to interior walls of the Building comprising part of the Common Property without the prior written consent of the Body Corporate;
- (m) subject to rule 2.1(k) maintain and clean to the satisfaction of the Body Corporate any signs which that Owner fixes to or erects on the exterior of the Building, or fixes to any internal

wall of the Building comprising part of the Common Property;

- (n) not use or permit the use of any Unit for any purpose which may be illegal or injurious to the reputation of the Owners of the Building, which may interfere with the peaceful enjoyment of any other Unit or the Common Property, or which may interfere with the general management of the Building or the Land;
- (o) not use or permit the use of any Unit for short term accommodation for reward, including without limitation, bed and breakfast accommodation, casual visitor accommodation, or other accommodation which is facilitated via "Airbnb" or similar operation.
- (p) not interfere or obstruct the Building Manager from performing the Building Manager's duties or interfere with or obstruct the Building Manager from using any part of the Common Property designated by the Body Corporate for use by the Building Manager;
- (q) ensure that they, and any of their guests and invitees comply with all security arrangements established and prescribed in respect of access to and security generally in respect of the Building;
- (r) adhere to any security arrangements implemented by the Body Corporate which may, at the discretion of the Body Corporate, include (but not be limited to) the following:
 - i. the issue of security access cards upon conditions, including payment of a deposit;
 - ii. the right to refuse admission to any person unless prior notice of the identity of that person is given;
 - iii. the right upon receiving a complaint from any person to remove any person from the Building or to refuse admission to any person the Body Corporate considers is likely to be a nuisance; and
 - iv. the right to enter upon any part of the Building for the purpose of maintaining its security.
- (s) where the Unit receives the benefit of telecommunication services pay on demand by the Body Corporate the Owner's proportion of the cost of providing those services and maintenance and upgrade of those services from time to time. If a relevant Owner does not do so; the Body Corporate may authorise the disconnection of any or all of the services provided to the Unit and recover the costs of the outstanding charges from the Owner.

3. Powers and Duties of the Body Corporate

3.1. The Body Corporate shall:

- (a) repair, clean, repaint, redecorate and renew when required all parts of the Common Property including entranceways, stairs, lifts, elevators, fire escapes, fences (*if any*), grassed areas (if any), gardens (if any), paved and sealed areas, curbing, channeling, drainage and other services used, or intended, adapted, or designed for use, in connection with or enjoyment of the Common Property, and any chattels; fixtures and fittings attached to or intended for use with the Common Property, pursuant to Section 138 of the Act;
- (b) repair and maintain all pipes, wires, cables, services, ducts and all other apparatus and equipment which may be reasonably necessary for the enjoyment of an incidental right which may from time to time exist;
- (c) repair, maintain, clean, repaint, redecorate and renew the exterior walls, windows and roof of the Building and any interior walls, ceiling and maintain the fire protection systems servicing the Building when their condition so requires, pursuant to Section 138 of the Act;

- (d) on request, produce to any Owner, or a registered mortgagee of any Unit, or any person authorised in writing by any Owner or registered mortgagee of any Unit, all policies of insurance effected by the Body Corporate and the receipt for the last premiums paid in respect of such insurance;
- (e) insure and keep insured the Building and other improvements on the Land for replacement value (including demolition costs and architect's fees) against fire and other risks set out in the Act; and

3.2. The Body Corporate may:

- (a) borrow any money necessary to enable it to adequately perform its duties or exercise its powers;
- (b) invest any money for the time being held by it (whether in a fund established or otherwise) in any of the modes of investment for the time being authorised by law for the investment of trust funds;
- (c) establish a current account at a bank, and nominate for the purposes of this paragraph the signing authority for such account or nominate a trust account;
- (d) enter into any agreement with an Owner, or an occupier of any Unit, for the provision of amenities or services by it to the Unit or to the Owner or occupier or for the provision of amenities or services by an Owner or occupier to the Body Corporate or another Owner or occupier of a Unit;
- (e) grant to an Owner or to anyone claiming through the Owner any special privilege in respect of the enjoyment of part or parts of the Common Property provided that any such grant shall be determinable by special resolution, and that any such grant shall not be inconsistent or conflict with any lease or easement affecting any part of the Common Property granted by all the Owners in accordance with the Act;
- (f) settle and approve schemes for the exterior colour and landscaping of the Units and for signs to be erected or painted on the Units or on the Common Property;
- (g) levy, and require payment from a defaulting Owner, without the necessity of making an application pursuant to section 126 of the Act or apportioning the liability to the Owners as a whole, and any fees, costs or expenditure incurred in the recovery of a contribution or other lawful payment shall be recoverable from such defaulting Owner (including legal fees which shall be recoverable from a defaulting Owner on a solicitor/client basis);
- (h) appoint and enter into an agreement with a person (known as the Manager) to provide for the management, control and administration of the Building, the Common Property and Units which agreement may provide, amongst other things; for:
 - i. a term of 3 years;
 - ii. the cleaning, caretaking, security, supervision and service of the Common Property and any personal property vested in the Body Corporate, and for the general repair, maintenance, renewal or replacement of that property;
 - iii. the provision of services to Owners including the provision of Letting Service Rights;
 - iv. the supervision of any employees or Contractors of the Body Corporate;
 - v. the control and supervision of the Common Property;

- vi. the arbitration of disputes between the Body Corporate and the Building Manager;
 - vii. maintenance of all building services, and
 - viii. anything else which the Body Corporate agrees is necessary or desirable having regard to the operational and management requirements of the Body Corporate.
- 3.3. For the purposes of Rule 3.2(g) "a defaulting Owner" means an Owner whose Unit substantially benefits from any repair, work or act carried out by the Body Corporate pursuant to the Act, or by or under any other act, or pursuant to these Rules where that Owner does not pay the share of expenditure allocated to the Owner by the Body Corporate, and also includes an Owner whose negligent act or omission, or breach of Rule by that Owner, or that Owner's tenant, lessee, licensee or invitee, necessitates any repair work or act to be carried out by the Body Corporate.

4. Additional Use Provisions

4.1. Additional Use Provisions

- (a) Notwithstanding anything to the contrary contained in these Rules, Unit M1 may at all times be used for residential, management and letting purposes; for the purpose of conducting the business of the Owner, for management purposes, and for ancillary purposes.
- (b) The Owner for the time being of Unit M1 is entitled exclusively to exercise on the Common Property the Letting Service Rights and for that purpose the Body Corporate may enter into an appropriate agreement with the Owner of Unit M1 on such terms and conditions as the Body Corporate may deem fit.
- (c) Notwithstanding anything to the contrary contained in these Rules the Owner for the time being of Unit M1 may erect such signs on the Common Property as may be reasonably necessary for the purpose of promoting the Letting Service Rights.
- (d) The Body Corporate shall not without the prior written consent of the Owner for the time being of Unit M1:
 - i. authorise any person to, nor permit any person nor any of its staff, nor itself exercise the Letting Service Rights or any letting service of the same or similar nature as that carried on by the Owner of Unit M1; or
 - ii. licence, lease or grant restrictive or exclusive use of any part of the Common Property other than to the Owner for the time being of Unit M1 for the purpose of allowing any person to exercise the Letting Service Rights or carry on any letting service.

5. Operating Rules and Procedures of the Building Aerials

- 5.1. Except with the express written consent of the Body Corporate an Owner shall not erect or fix to the Building any radio or television aerial or antenna. Consent shall not be given unless the aerial or antenna is not visible from outside the Unit, and if the Body Corporate considers that the rights or interest of the Owners of any Unit are being adversely affected by any aerial or antenna, any consent previously given may be modified or withdrawn on '14 days' written notice.

6. Matters to be directed to the Manager and Body Corporate Representative

- 6.1. All notifications and requests for consideration of any particular matter to be referred to the Committee or to the Body Corporate shall be directed to the Manager and not to the chairperson or any member of the Committee. An Owner shall not directly instruct any Contractor unless so authorised. All requests for the Body Corporate to consider giving directions on a particular matter to a Contractor must be directed to the Committee's Representative, who will in turn refer the request to the Body Corporate for determination.

7. Obstruction

- 7.1. Except as provided otherwise in these Rules, the Common Property, entrances, lobbies, lifts, stairways and corridors shall not be obstructed by any Owner or used for any purpose other than reasonable ingress and egress to and from Units.

8. Interior Maintenance

8.1. Interior Maintenance

- (a) An Owner shall be responsible for the interior maintenance and decoration of the Owner's Unit.
- (b) An Owner shall not employ any contractor or worker for the purpose of repairing or altering or making good any part of any Unit or any services to any Unit other than a contractor or worker appointed or approved by the Committee for such purpose or under the supervision and to the satisfaction of the Committee, which may specify conditions under which the work shall be carried out.
- (c) Nothing in this rule shall prevent an Owner from employing an interior decorator for the purpose only of decorating or redecorating the Interior of any Unit.
- (d) An Owner may, subject to the approval of the Committee, nominate and employ tradespersons for the purpose of repairing and making good any part of that Owner's Unit in an emergency.

9. Barbecues and heating on Balconies and Patios within a Unit

- 9.1. An Owner shall not allow on any balcony or terrace that forms part of a Unit, the use of a barbecue or any other cooking or heating source or device, including (without limitation) any incinerator, open fire, candle, electric or gas heater, or other device fueled by gas (whether certified or uncertified), wood, coal, charcoal, or any other form of solid fuel, and this rule also prohibits the storage of such items on the balcony or terrace.

10. Windows

- 10.1. All windows shall be kept clean and if broken or cracked shall be promptly replaced by the Owner of the Unit (at the expense of the Owner or occupier) with fresh glass of the same or better quality and weight.

11. Blinds, Awnings, Curtains, etc.

- 11.1. An Owner shall not erect external blinds or awnings, nor hang internal curtains or blinds visible from outside the Unit unless the colour and design of those curtains or blinds is approved by the Committee. In giving such approval the Committee shall ensure as far as practicable that the curtains or blinds used in all Units present a uniform and orderly appearance when viewed from outside the Building.
- 11.2. Owners shall as often as the need shall arise (in the opinion of the Committee) replace at

each Owner's own cost any curtains or blinds.

- 11.3. An Owner must not cover or coat any window of a Unit with aluminum foil or any other material without prior permission of the Committee.

12. Water, Blockage of Pipes, etc.

- 12.1. An Owner shall not waste water and shall ensure that all water taps in the Unit are promptly turned off after use and tap washers replaced when required.
- 12.2. The toilets, wash basins, waste masters, dishwashers, and any other apparatus or equipment attached to the water supply and drainage system, and all supply and waste pipes and drains, shall only be used for the purpose for which they were constructed, and the responsibility for any damage or loss caused or cost of repair incurred or caused by misuse or negligence shall be borne by the Owner of the Unit in which the misuse or negligence occurred.

13. Notice of Defects

- 13.1. An Owner must not damage or deface the Common Property. An Owner, on becoming aware of any defect, damage or defilement to the building elements or the Common Property or the failure or defect of any of the Building's services, shall notify the Body Corporate immediately. The Committee shall have authority to make such repairs or renovations as the Body Corporate considers necessary for the safety and preservation of the Building (or, in an emergency, such repairs or renovations as the Committee considers necessary). The Body Corporate shall be entitled to recover the costs of the repairs or renovations from the Owner if the act or neglect of the Owner necessitated the repairs or renovations.

14. Cleanliness and Removal of Rubbish

- 14.1. An Owner shall ensure that the Owner's Unit is kept clean at all times and that rubbish is regularly collected from the Unit and not allowed to accumulate. All rubbish shall be disposed of in bins or receptacles for removal on the usual days by the local authority or by independent contractors when required to do so by the Body Corporate.
- 14.2. An Owner shall not allow litter or rubbish to accumulate on the Common Property, and the cost incurred in removing any rubbish from or the cleaning of any part of the Common Property where there is a breach of this rule shall be borne by the Owner responsible.
- 14.3. In disposing of rubbish an Owner shall ensure that bottles are completely drained, cleaned and deposited in unbroken condition in the area designated for bottles and all other rubbish must be drained and securely wrapped in small parcels and deposited in the area designated for rubbish.

15. Animals

- 15.1. An Owner or occupier must not keep an animal or pet in a Unit or on the common property, except for:
- (a) A certified guide, hearing or assistance dog which an owner may bring or keep in their Unit and may bring onto the common property;
 - (b) A cat with prior written consent of the Body Corporate, and there shall only be 1 cat allowed in a Unit under this subrule(b). Consent of the Body Corporate to a cat under this subrule(b) may be revoked upon written notice if the rights and interests of any other Owners are adversely affected by the cat.
- 15.2. The owner of an animal or pet that is permitted under rule 14.1 ("permitted animal") must ensure that if any part of the Unit or common property is damaged or soiled by t

permitted animal it is promptly cleaned and repaired at the owner's cost, and must ensure in relation to that permitted animal (and without limiting the generality of this rule), that:

- (a) It does not cause a nuisance to any other Owners.
- (b) The size is reasonable giving the size of the Unit and the environment of the development.
- (c) When outside of any Unit they must be under proper control and supervision.
- (d) All droppings or other excrement are immediately picked up and properly disposed of.
- (e) They shall not make any noise so as to create any disturbance or otherwise cause a nuisance.
- (f) They are maintained in a healthy and clean condition and all laws and regulations relating to their keeping are complied with.
- (g) No dangerous animals or pets are kept within any of the Units.

16. No Dangerous Substances

- 16.1. An Owner shall not permit anything to be done nor bring nor keep anything in the Unit or in the Building which may create a fire hazard, or which increases the rate of fire insurance on the Building, or which may contravene the fire regulations, or the rules, regulations, ordinances or bylaws of any authority having jurisdiction over the Building or the services supplied to the Building.

17. Conduct, Noise and Smoking

- 17.1. An Owner shall not make or permit any objectionable noise in the Building or on the Common Property nor interfere in any way with the peaceful enjoyment of other Owners or lessees, or occupiers of other Units or those having business with them or of any person lawfully using the Common Property.
- 17.2. An Owner shall not smoke, or permit to be smoked, cigarettes, cigars or any other substance, including electronic cigarettes such as vaping, anywhere on the common property, or on any balcony or terrace forming part of a Unit.

18. Heavy Objects

- 18.1. An Owner shall not, without the prior written consent of the Body Corporate, bring into or install in or permit to be brought into or installed in the Building or the Unit any goods, merchandise, machinery, plant or any other object of such weight, nature or description as shall impose or throw upon the Building any stress, strain or weight likely to damage, weaken or cause any movement or structural defect in the Building or any part of it. All damage done to the Building by installing, moving or removing heavy objects shall be made good and paid for by the Owner who or whose agent causes the damage. Before any heavy article is moved into or out of the Building at least 24 hours' notice in writing of the intention to move such article shall be given to the Body Corporate, and the moving of the article into or out of the Building shall only be done under the supervision of a responsible person approved by the Body Corporate.

19. Security

- 19.1. An Owner shall keep the Owner's Unit secure and all doors and windows locked and fastened whenever the Unit is unoccupied.

19.2. An Owner shall not install, nor permit to be installed, any security system on any Unit or on Common Property without the prior written consent of the Body Corporate.

20. Leasing

20.1. An Owner shall ensure that any tenant, licensee or occupier of the Owner's Unit has received a copy of these rules (and any amendments).

21. Lifts

21.1. An Owner shall observe the terms of any notice or instructions displayed in any lift by authority of the Body Corporate or of any statutory authority, and shall observe and comply with any notice or instructions of the manufacturer of the lift.

21.2. The lifts (except any goods lift) installed in the Building are primarily intended for the carriage of passengers. When goods are being carried in any lift protective equipment supplied by the Body Corporate is to be used as designed and the cost of repairing any damage caused through the use of the lifts for the purposes other than passenger carriage may be charged to the Owner responsible for the damage.

22. Air-conditioning

22.1. An Owner shall comply with operating instructions for all air-conditioning equipment (if any) and shall when necessary use protection devices provided to ensure that the design performances of the air-conditioning equipment are achieved as far as possible.

23. Emergency Contact

23.1. An Owner shall advise the Committee of the Owner's private address and telephone number or, if the Owner is a corporation, of the directors or other responsible person employed by the Owner, and shall keep the Body Corporate promptly informed of any change of such address or telephone number.

24. Recovery of funds spent to rectify breach

24.1. Where the Body Corporate spends money as a result of a breach of the Act or of the rules by any Owner or the guests or licensees of any Owner, the Body Corporate shall be entitled to recover the amount so spent as a debt in any action in any court of competent jurisdiction from the Owner together with the Body Corporate's legal costs (on a reasonable-cost basis).

25. Fire Drills and Evacuation Procedures

25.1. The Body Corporate may require the Owners to perform fire drills, and observe all necessary and proper emergency evacuation procedures, and the Owners shall co-operate with the Body Corporate in observing and performing such rules and procedures.

26. Car parking

26.1. Each Owner of a car parking space must use it for the purposes of car parking only and not litter or otherwise soil it or so use it as to create a nuisance but otherwise the Owner is not responsible for the performance of the duties of the Body Corporate to properly maintain and keep the car parking space in a state of good and serviceable repair.

27. Vehicles

- 27.1. An Owner may not park or stand a motor vehicle upon Common Property or interfere with or obstruct access by other persons to the Building.

28. Clothes Drying

- 28.1. An Owner must not erect on the exterior of the Unit a clothesline or apparatus for similar purpose (either permanently or temporarily) nor hang to dry clothes or any other thing on or from the exterior of the Unit.

29. Security Keys

- 29.1. If the Committee restricts the access of any Owner to any part of the Common Property for security purposes the Committee may make available to the Owner free of charge the number of security keys which the Committee considers necessary. The Committee may charge a reasonable fee for any additional security key required by an Owner.
- 29.2. An Owner must exercise a high degree of caution and responsibility in making a security key available for use by an occupier of a Unit and must take all reasonable steps to ensure return of the security key to the Committee.
- 29.3. An Owner in possession of a security key must not duplicate or permit the security key to be duplicated and must take all reasonable steps to ensure that the security key is not lost or handed to any person other than another Owner and is not disposed of otherwise than by returning it to the Owner or Committee.
- 29.4. An Owner must promptly notify the Committee if a security key is lost, stolen or destroyed.

30. Use of Leisure Areas

- 30.1. The following conditions shall apply to the use of the lounge area situated in the basement and gymnasium ("Leisure Areas"):
- (a) The Leisure Areas may only be used by an Owner, an invitee of an Owner or any other person entitled to use them between the hours nominated from time to time by the Body Corporate;
 - (b) Children under the age of 12 years may use the leisure Areas only if accompanied and supervised by an adult;

31. Loading Dock

- 31.1. The loading dock may only be used by an Owner and invitee of an Owner or any other person entitled to use it between the hours nominated from time to time by the Committee.

32. Breaches and Penalties

- 32.1. A person who contravenes or fails to comply with any provision of these Rules or any lawful direction given under them shall be guilty of a breach of these Rules.
- 32.2. A person guilty of a breach of these Rules must remedy that breach immediately they become aware of it and in any event within seven days after notice from the Committee requiring them to do so.
- 32.3. A drunken, idle or disorderly person found in or upon the Common Property may be similarly ejected and removed from the Building by a security officer or a member of the New Zealand Police.

32.4. An Owner of a unit may be charged an administration fee of \$400.00 including GST or such other reasonable amount as determined by the Body Corporate, for breaching any rules ("Administration Fee"). The purpose of such fee is to cover time and administration costs incurred to review any such breach. This fee is in addition to the Body Corporates right to collect any other costs required to remedy, repair or rectify such breach. These charges are pursuant to section 127 of the Unit Titles Act 2010. The Administration Fee may be adjusted by the Body Corporate annually in accordance with change to the CPI Index (All Groups).

33. General

33.1. The duties and obligations imposed by these Rules on the Owners shall be observed not only by the Owner but also by the occupiers of the Units and the Owners' and occupiers' guests, employees, agents, workers, children, invitees, licensees and tenants, and these Rules are binding on all such persons.

33.2. The Building Manager is responsible to maintain a register of occupants, and Owners are required to provide the Building Manager with written notice of the full name, landline phone number, cell phone number, email address and address for service for the Owner and for all tenants or occupants of the Unit, and of any agent appointed under section 81 of the Act, and promptly notify the Building Manager in writing of any changes to such details. Where the Building Manager believes the details held are out of date the Building Manager may request such details from the Owner or the Body Corporate.

34. Approval Required by Body Corporate to certain building works

34.1. Prior to the Owner of the Unit commencing any building works on a Unit, the Owner must provide confirmation satisfactory to the Body Corporate (represented in the first instance by the Building Manager who may refer the matter to the Body Corporate Committee) that the proposed building works do not require either a resource consent or a building consent. Without limitation, confirmation satisfactory to the Body Corporate may include written confirmation from the Auckland Council.

34.2. Should the Owner not be able to provide the written confirmation then the building works will require a building consent and/ or a resource consent as the case may be from the Auckland Council. Such consent must be provided to the Body Corporate prior to any Unit works commencing. In addition, the Owner must comply with the provisions of section 80(1)(h) and (i) of the Act.

34.3. When providing a copy of the building consent or resource consent (as the case may be) the Owner must provide the Body Corporate with all plans and specifications for the building work. All such building work must comply with the building consent and obtain a Code Compliance Certificate from the Auckland Council on completion. All work should comply with all warranties and requirements of the Building Act 2004 and shall be carried out in accordance with best trade practices. On the completion of the work the Owner must provide the Body Corporate with a copy of the Code Compliance Certificate.

35. Disturbance to use of Units

35.1. An Owner must not cause, or permit, any vibrations, odors, fumes, noises or any disturbance that may interfere with the reasonable use and enjoyment of other Units by any other Owner.

36. Storage of Bicycles in Bike & Scooter Room

36.1. All bicycles and scooters are to be stored in the purpose-built bike and scooter room and not taken into lifts or private apartments for health and safety reasons and to prevent damage to the common property including lifts.

37. Roof Area

37.1. For maintenance and health and safety reasons the Roof Area may only be accessed by the Building Manager and authorised contractors, or anyone authorised by the Committee.