



Distillery Hill Moving Procedures

Please note the procedures to be followed regarding all movements of household furniture and white goods into or out of Distillery Hill:

- A refundable deposit bond of \$300.00 plus non-refundable \$189.20 or \$220.00 (if booked within 48 hours of move) security fee must be lodged with the Resident Services Manager (Office located on 45 Bowman Street) at the time of booking a move in or a move out. This will provide the person responsible for the move with key access to lift controls. Security will provide instruction as to locking off the lift.
- Persons carrying out a move to arrange with The Security Gatehouse (02) 8565 9494 for supply and installation of protective lift covers (as per by-law).
- A Gatehouse Security representative will conduct a pre and post move inspection prior to lift key hand over and return. Any damages to common property or additional cleaning requirements caused by the move will be at mover's expense.
- The loading dock has the approximate height of: 3600mm. The lift car internal dimensions are: 2400mm high x 1500mm wide x 2005mm deep. The entry door to the lift is: 2100mm high x 1100mm wide. *Please note it is a requirement of the strata that all moves (other than Terrace properties) be carried out through the building loading dock.*
- The Executive Committee has resolved that the moving of furniture throughout the common property is possible Monday to Friday 9:30 am to 5:30 pm (no moves are permitted on weekends).
- The Deposit Bond will be refunded on return of lift key. If there is no damage recorded by Gatehouse Security, the full deposit bond will be refunded. If any damage is recorded, refund of deposit bond will be withheld pending advice as to probable costs of repair/additional cleaning. The person/s requesting move will be liable for costs that may exceed the bond deposit.

If the foregoing conditions are not complied with, the intending mover/s access swipe card may be deactivated by security/ RSM thus preventing access to lifts and lift lobbies for the purpose of moving furniture.

UNDER NO CIRCUMSTANCES ARE LIFT DOORS TO BE FORCED-OPEN NOR HOUSEHOLD FURNITURE AND/OR WHITEGOODS TO BE MOVED THROUGH THE MAIN FOYER OF THE BUILDING.

- **REFINERY APARTMENTS**

Refinery Apartments have street frontage which allows residents to deliver directly from the street. A deposit is still required and pre and post move condition report to be done.

- **JONES STREET TERRACES**

Not required to book in moves, no deposit required.

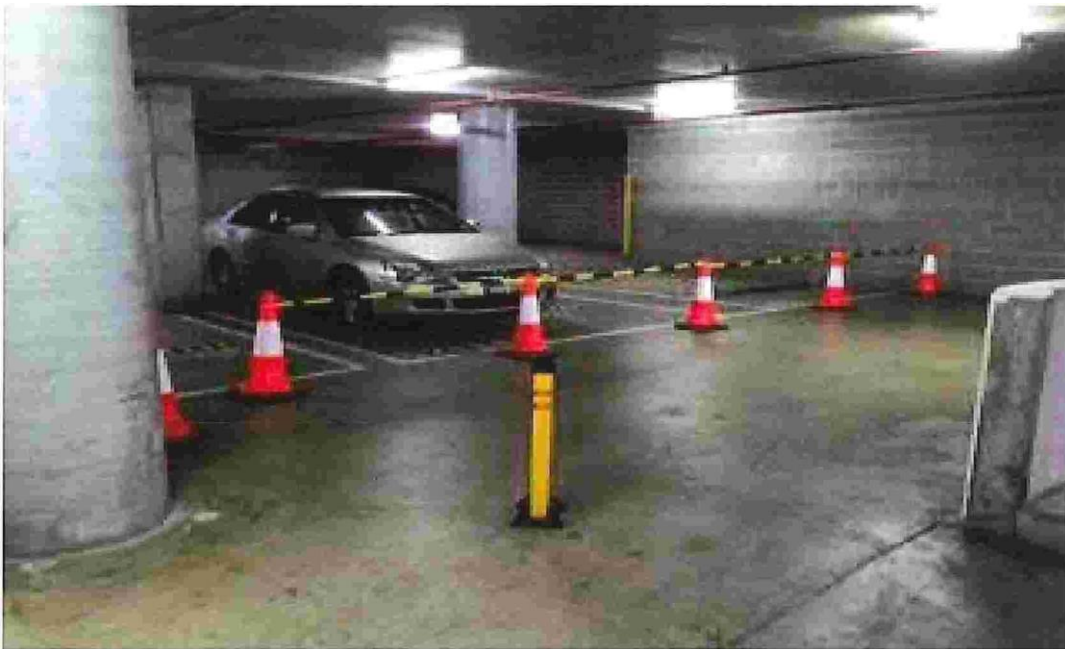
- **THE QUARRY**

Resident is to take it to Lower Ground (LG) and then take it through the car park to the loading dock. *We recommend resident/ removalist to have an ute for transport from Basement of Distillery to loading dock which avoids the double handling necessary for using the goods lift. Please note, no move or delivery is to come through the entry foyer (level 1).*

- **THE DISTILLERY**

Resident is to take the lift to Basement (B) and take the Goods-Lift to the loading dock area. *We recommend resident/ removalist to have an ute for transport from Basement of Distillery to loading dock which avoids the double handling necessary for using the goods lift. Please note, no move or delivery is to come through the entry foyer (level LG).*

**Compulsory Additional Quarry Move-In / Out Set-Up Which
Is To Be Set Up At Night When The Lift Mats Are Put Up**



THE CONES ARE STORED IN THE BASMENT GARBAGE ROOM

John Keith
Site Security Manager