



## **McCafferys Hill Moving Procedure**

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

- **A refundable deposit bond of \$500.00\* must be lodged with Resident Services Manager 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 supply & fit protective lift covers and mats (as per by-law) and provide instructions for lift control.
- Security will conduct a pre and post move inspection prior to lift key hand over and after lift key return. Any damages to common property or additional cleaning requirements caused by the move will be at mover's expense.
- All movements in or out of McCafferys Hill precinct properties are restricted to the following hours: **8:30am until 5:00pm from Monday to Saturday**
- If the foregoing conditions are not complied with, the intending mover/s access swipe card may be deactivated by security thus preventing access to lifts and lift lobbies for the purpose of moving furniture.
- The loading dock has the approximate dimensions of: 3500mm high. The lift car dimensions are: 2240mm high x 1350mm wide x 2005mm deep. The entry door to the lift is: 2100mm high x 1000mm wide.
- **Under no circumstances are lift doors to be forced open nor household furniture or white goods to be moved through the main foyer of the Tower.**

The full deposit bond will be refunded if no property damage is recorded. If property damage is recorded the deposit bond refund will be withheld pending advice as to the total costs of repair and/or additional cleaning. Please note that liability for such costs will rest with the person/s requesting the move.

**SPECIAL NOTE AS TO MOVE DIFFICULTIES – WE RECOMMEND INSPECTION OF THE MOVE SITE AND FOR REMOVALIST TO CONSIDER USE OF A FERRY VEHICLE FROM JOHN STREET IN NEED PHONE SECURITY CONTROLLER (02 9552 1706) FOR FURTHER INFORMATION.**