



TABLET HOUSE MOVING PROCEDURE

The following procedures apply when moving in or out of Tablet House:

PRIOR TO YOUR MOVE

- Please make sure the lift mats are erected in the lift prior to the move starting.
- Hours of move in & out are to take place between 07:00am & 7:30pm Monday to Saturday only.
- Moves are to take place via Refinery Drive main foyer only.
- Contact Security to be issued with a lift key to hold doors open during the move.
- Advise Security when the move is completed on Phone 02 9552 1706.