

# Antias Moving Procedure

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Please note the process to be followed regarding all movements of household furniture and white goods into or out of Antias.

## **Making a Booking**

A refundable deposit bond of \$300.00 must be lodged with the Resident Services Manager (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.

A gatehouse security representative will conduct a pre and post move inspection prior to lift key hand over and return.

The Deposit Bond will be refunded on return of lift key and if there is no damage recorded by Gatehouse Security. 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.

The Resident Services Manager can be contacted Monday to Friday, 8:00am to 5:00pm & Saturday 8am to 12pm - P: 02 8565 9400 E: rsm@jacksonslanding.org.au. Outside of these hours, please contact the Security Supervisor on P: 8565 9494.

The Security Gatehouse will supply and install the protective lift covers (as per by-law).

## **Removalist Access**

Access for the furniture removalist will be dependent on the size of the removalist truck. The driver should be advised to park either in the designated parking area at the front of the building or in the basement if the vehicle is less than 2.1m in height.

All cardboard waste from your move should be placed in the Recycling room in the basement for removal. Please flatten any boxes before placing in the recycling bins.

The lift car that services Antias has the approximate dimensions:  
2400mm high x 2400mm wide x 2330mm deep, doors 1000mm wide x 2100mm high.  
The car park entry height is: 2300mm high.

**The booking times approved are as follows and must be adhered to. No responsibility will be taken should your removalist be running late or over time.**

7.00am – 10.00pm – Monday to Saturday

10am – 3pm - Sunday

**Under no circumstances are lift doors to be forced-open.**

**SPECIAL NOTE AS TO MOVE DIFFICULTIES – DUE TO CAR PARK ENTRY HEIGHT (LOADING DOCK) WE RECOMMEND INSPECTION OF THE MOVE SITE AND FOR REMOVALIST TO CONSIDER USE OF A FERRY VEHICLE FOR ANTIAS MOVES SECURITY CONTROLLER ( 02 8565 9494) FOR FURTHER INFORMATION.**

Lift information to assist with your bookings. The following table outlines which lift services each apartment.

Otis has advised there is lift protection for each of the 4 lifts.

<b>LEVEL</b>	<b>LIFT 1</b>	<b>LIFT 2</b>	<b>LIFT 3</b>	<b>LIFT 4</b>
Basement (B)	T1, T2	T3, T4	T5, T6	T7, T8, T9
Ground (G)	G01, G02	G03, G04	G05, G06	G07, G08, G09
Level 1	101, 102	103, 104	105, 106	107, 108, 109
Level 2	201, 202	203, 204	205, 206	207, 208, 209
Level 3	301, 302	303	304, 305	306, 307

### **Automatic Door Operation**

The main access door's automatic operation can be disabled so that furniture removalists or goods delivery personnel may over-ride the electronics by deactivating the doors automatic function and hold the doors open by following the procedure:

1. Open the door.
2. At the red switch mounted on the wall near the door press the red button and turn counter-clockwise. This deactivates the electronic controls and the door will stay open while deliveries are being made.
3. To return the door to automatic mode, press the red button and turn in a clockwise direction. The door will close and return to automatic status.

### **NOTE:**

1. It is important for all residents to inform goods delivery personnel of this procedure as holding the doors open, without deactivating the automatic function, damages the electronics and offending residents will be held accountable for any repairs.
2. IT IS IMPORTANT THAT THE DOORS AUTOMATIC FUNCTION BE REINSTATED AT THE COMPLETION OF THE DELIVERY FOR SECURITY REASONS.