

Antias Moving Procedure

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.

LEVEL	LIFT 1	LIFT 2	LIFT 3	LIFT 4
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.



BOOKING OF LIFT FORM FOR MOVING IN/OUT JACKSONS LANDING

This form plus the deposit bond will need to be lodged with Resident Services Manager in order to confirm your move.

NAME: MOVE (PLEASE CIRCLE): IN or OUT
APARTMENT: BUILDING:
MOVING DATE: TIME (START):
MOBILE: PHONE:
EMAIL: LEASING AGENT:

Deposit Bond - The Executive Committee of your building has resolved that a \$300 bond (\$500 for McCafferys) be deposited with the Resident Services Manager together with your booking request form to secure your move in/out. Your request form and deposit has to be received for the booking to be confirmed, and if not may result in your move being held up or lost.

Cleaning & Damages - All areas used during your move must be left in the same condition as they were found, and any cleaning or rectification will be at your cost. Security will conduct a pre and post move inspection to determine any damage caused or cleaning required.

Noise Pollution - As per By Law 17.1 of the CMS; An Owner or Occupier must not create any noise which might interfere with the peaceful enjoyment of another Owner or Occupier or Permitted Person.

Lift Access - To commence your move in/out go to the security gatehouse to be issued with a lift key. Security will also provide you with the correct moving process and traveling path to be utilised. If your move does not require the use of a lift, Security will advise you of the correct traveling path. **If your move is not booked or a deposit bond has not been received, the Owners Corporation may deny you access to the lifts via deactivation of your security swipe cards.**

Conclusion - At the conclusion of your move, please contact the Security Gatehouse for a post move inspection of common areas. Once the lift key has been returned and the post inspection is deemed satisfactory by security, your deposit bond will be refunded.

Resident Services Manager (RSM) - For further information, please contact the RSM on 02 8565 9400 or rsm@jacksonslanding.org.au . Alternatively, you may visit the office at 45 Bowman Street, Pyrmont (corner of Bowman & Jones Streets).

Moves to be completed within the time frames as specified in the moving procedures of your building - Please note it is **most important** you plan with your removalist for moves to be completed with the time frames allowed. The average time for a move is around 4 hours and move therefore to be started within 4 hours of the end time specified. If move not started within this period security can withdraw access to the lifts. Any costs associated with this situation are to be borne by the moving resident.

Your signature confirms your acceptance of responsibility for the terms and conditions above and for any loss or damage caused to the common area of your building.

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Signature Print name Date

OFFICE USE ONLY:

Deposit Bond Received \$300.00 / \$500.00 AdHoc Fee: \$189.20 / \$220.00 /Not Required.

AdHoc booked: YES / NO

Entry in Filemaker: YES / NO

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RSM Signature