



SUGAR DOCK MOVE IN / OUT PROCEDURES

MAKING A BOOKING

- Please complete this form as well as the attached Sentinel form and send to Building Management sugardock@manage-meant.com.au at least 48 hours' prior move in /out.
- Pay the security fee specified on the form (cost depends on day and within 48 hour notice).
- Security will provide instruction as to locking off the lift and an ad hoc guard will be in attendance dedicated to the move for 4 hours.
- Persons carrying out a move are to arrange with Security for supply and installation of protective lift covers.

ARRIVAL

On arrival, please visit the Security Gatehouse located at 58-B Bowman Street, Pyrmont and advise them of your arrival. Alternatively, you can call them on approach 8565 9494 (please call them if you are running late).

If your move does not require the use of a lift, please advise security. 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.

CAR PARK

- The Sugar Dock car park entry (on Tambua Street) height is approximately 3400mm. Larger trucks need to park in the street.
- For moves to and from 4 Distillery Drive (Tower) vehicles must park on Tambua Street, directly opposite the Stonecutters car park entrance. The security guard will manually lock the entry boom gate open before the vehicle enters the loading dock.
- For moves to and from 25 Bowman St (Terraces) the vehicle should still use the loading dock (via Tambua Street). The section of 25 Bowman Street is a "NO STOPPING" and patrolled by Rangers.



LIFT

- Lifts that services the Sugar Dock buildings have these approximate dimensions:
- Tower: 2850mm high x 1390mm wide x 1970mm deep (door 1100mm wide x 2100mm high).
- Terraces: 2430mm high x 1290mm wide x 2000mm deep (door 1100mm wide x 2100mm high). (Under no circumstances are lift doors to be forced open).

FOYER

- Furniture and other large items may not be moved through the main foyer without prior special permission from the Owners Corporation.

RETURN THE LIFT KEY

- Please return the lift key after use.

DISPOSE OF WASTE

- All cardboard waste from your move should be left flattened at the rear of the loading dock on level B1. Other waste such as packing crates should be taken off site by the removalist.

Note

- This policy applies to all moves in and out of Sugar Dock. However, existing occupants do not need to pay a bond or pay a security fee for a one-off furniture delivery.

FAILURE TO COMPLY WITH THIS PROCEDURE

- Adherence to this procedure is necessary to ensure that other residents are not inconvenienced. Movers who do not follow this process will be required to immediately halt their move which will likely mean postponing the remainder of the move to another day, resulting in significant inconvenience and cost to themselves.