

Estilo on Kittyhawk -



Moving Procedures

The *Moving Procedures* for Estilo have been implemented to provide clear guidelines that support consideration and respect by minimising as much as possible interruption to normal lifestyle of residents as well as those moving in / out; taking delivery of or disposing of any large items.

Please review the procedures carefully. It is in the best interests of all to ensure the moving procedures are abided by - for consideration of others and to avoid being in breach of Body Corporate By-laws and/or tenancy agreement.

Bookings

To ensure:

- the time you want to move is available
- lift protection (eg elevator walls covered) is in place for your move in
- OR for moving in / out of any LARGE ITEMS

Please:

- make your booking request via email to the Manager, well in advance
- and at minimum, forty- eight (48) hours before. (enquiries@qmgt.com.au)

Before the move in commences, prospective residents (owners / tenants) must first complete and sign a *Release and Waiver of Liability Agreement*.

This agreement waives all responsibility and liability of the Body Corporate / Body Corporate management / Building Manager for any loss / damage caused by any of the parties involved in the moving in/out process; delivery/disposal of large items; during the entire time they are resident within Estilo and if / when vacating the complex.

For this reason:

**ONE (1) apartment ONLY may move in or out /
OR move any large item/s in/out, during the booked timeframe.**

Moving In / Out Times (including Delivery / Disposal of Large Items)–

Moving is available:

ONLY BY PRIOR ARRANGEMENT WITHIN A MAXIMUM THREE HOUR TIMEFRAME
during the following days / times:

Monday – Friday 9.00 AM – 4.00PM

Saturdays (By prior arrangement ONLY)

A Booking must be received no later than 48 HOURS prior to the requested time

AND

A Booking is not definite until receipt of a confirmation email from the Building Manager (QMGT GROUP)

Continued over page

Use of Lift when Moving In / Out

The lift will be made available for moving in / out for the timeframe booked for moving. You may need to obtain and sign for, (on short-term loan), a lift-lock off key.

There are two lifts in the complex.

- Protective material (curtains) must be in place prior to moving IN or OUT of any large / bulky items. The lift with protective curtains must be used for moving of all large items.
- The lift is to be locked off, ONLY for the time it takes to load/unload items for each trip.
- The lift must then be made available for use by other residents in between each load and the next.
- Please advise removalists / others involved in the moving process to take care when placing items in the lifts as all lift walls, and the doors are stainless steel (floor to ceiling)
- Removalists / others must ensure a floor blanket / covering is placed on the floor of the lift to prevent scratching / damage to the floor surfaces
- Please ensure the lift sliding door tracks are not covered.

Carpark Entry Point when Moving In / Out (and Moving of Large Items at any time)

UPPER BASEMENT (B1) car park lift foyer near the driveway entrance is the **ONLY** access point to be used during moving in / out of LARGE ITEMS:

- That is, when residents are moving in / out
- AND for the movement in / out of large items at any other time while in residence at the complex.

NO large items of any kind are to be moved in / out via the pedestrian Main Foyer Entry.

Access to the carpark entry point and movement flow of other residents' garaged cars, must be kept free at all times.

Please take careful note of the height limits for the carpark entry (2.1 metres) .

Removal trucks/Vans WILL NOT be able to enter the Carpark area due to entry height limit (2.1m).

Removal / other vans / utilities are to park parallel to the *PARKSIDE OF THE DRIVEWAY – NEAR THE ENTRANCE TO THE CARPARK (Basement 1) and use a trolley, or carry items down to the BASEMENT 1 LIFT.*

Please ensure that removal vans are parked in a manner that does not impact on:

- the safety of, NOR access for other residents / visitors wishing to enter / exit the complex, either via vehicle or on foot.

The above applies also for any deliveries at other times of large household items eg furniture.

**You may need to collect and sign for a short-term loan of access items (eg a lift lock-off key and/or Swipe / FOB) for your use while moving in / out of large items.
These items must be returned immediately after expiry of the booked moving time.**

PLEASE NOTE:

ACCESS TO YOUR FLOOR WILL REQUIRE YOUR SWIPE /FOB (OR A LOAN SWIPE / FOB IF PROVIDED FOR USE DURING YOUR MOVE IN PERIOD)

Waste Management - Disposal of Rubbish (15th August 2017 – Stage 2 completion)

(During Move In / Out and / or Delivery / Disposal during Residence)

General Waste and Recycle bins are located just inside the entrance to the Stage 2 Basement Car Park. This area may be accessed on foot from either the Basement 2 or Basement 1 level lifts.

PLEASE DEPOSIT RUBBISH INTO BINS (Until Full) IN THIS ORDER:

- 1. RELEVANT BIN (General or Recycle Waste) CLOSEST TO THE ENTRANCE TO THE REFUSE AREA**
- 2. WHEN THE FIRST BIN IS FULL, THEN PLEASE USE THE 2nd GENERAL WASTE / RECYCLE BIN IMMEDIATELY BESIDE BIN in the Number 1 position**
- 3. BIN FARTHEST FROM THE ENTRANCE TO BE USED LAST**

Rubbish disposal relating to moving activities must at all times comply with the building's waste disposal policies.

General Waste:

All general waste is to be deposited in the general waste rubbish bin/s (RED LIDS) in the Refuse Area.

Recycle Waste:

All cardboard boxes/cartons are to be flattened and reduced in size, before being deposited in the Recycle Bin/s (YELLOW LIDS).

Care also needs to be taken when placing glass bottles / jars etc in the recycle bins.

Plastic bags and many packaging materials (eg bubble wrap; polystyrene foam) ARE NOT RECYCLABLE.

These items should be placed in the *general waste bins (Red Lid)*.

The abandonment of furniture, large/ small household goods, or any other personal property is not permitted within the complex, nor in any external areas eg driveway /footpath. (If not adhered to, removal charges will apply.)

ANY WASTE (general or recyclable) that will not fit in the bins provided MUST NOT BE LEFT IN THE REFUSE AREA, nor anywhere else in complex, for example: Basement Car Park, other Common Property areas; driveway area or footpath.

(If this occurs, removal charges will apply.)

General and Recycle Waste will generally be collected between two (2) to three (3) times per week once the complex is fully occupied.

Please ensure the Moving Procedures and the Waste Management procedures are respected and adhered to.

Common Property Areas - Non-Smoking

Smoking is not permitted in any part of the common property areas of the complex.

Non-smoking includes cigarettes and any other substance.