



Aspire Apartments Sydney

Moving IN/OUT Procedure

It is important that you follow the below, as it relates to building by laws & fire compliance:

Move times are pre-arranged & can **ONLY** occur between the hours of 9am & 4pm, Monday to Saturday. This is covered by a building by law & there is no movement around these times for the enjoyment of other residents. Moving in or out needs to be booked in a minimum of three days prior to the preferred date, to ensure that there are no clashes with other arranged activities (other move ins/outs, lift maintenance, building works requiring the use of lifts, fire system testing, etc.) that will affect lift usage. Your request does not automatically secure the preferred date, & you should give as much notice as possible to avoid disappointment.

It is strongly suggested that you book your removalists in the morning, not the afternoon. It's almost certain you're your removalists will be late – you are best being the first job of their day, otherwise your move will go over the 4pm deadline, & building by laws will be breached.

In lift 1 (western side of the lift lobby), protective curtains will be placed up by 9am on the morning of your move.

Lift keys will be placed on the floor tiles, behind the plant next to the office door in the lift lobby on the ground floor (L1). Please place them back where you found them when finished. **Do not lose these keys!** A charge of \$300 would be payable for the replacement of locks & keys & can be claimed through rental bond or the owners' strata account. **A form of current ID needs to be left (drivers' licence, credit card, etc.) whilst the keys are in your possession.**

There is no loading dock in the building. Do **NOT** allow your removalists to park directly out the front, half on the curb & half on the road. This will impede access for cars travelling along Alberta Street. The Federal Police always need access to Alberta Street. It may also damage the curb side, by lifting stone blocks due to the weight of the truck/van which could be costly & may be claimed from you. There are fire services at the front of the building that cannot be blocked & can attract many thousands of dollars in fines if blocked. Your removalists cannot use Nithsdale Lane, next to the building along where the café is, as this is a public road & the only way to access our car park at the rear of the building. They should use the loading zones either behind the hotel at the bottom of Alberta Street or at the top of Alberta Street **ONLY**.

Use lift one (western lift), which will have protective curtains up. There is a lock, on the eastern wall of the lift, above the floor buttons called "Independent". Use the round key to turn independent mode **ON** – this will make the lift stay on the floor that you are currently on, & the doors will remain open. There is **NO** need to place anything between the doors to keep them open, this will only make the lift sound a constant beep noise. **YOU** need to manage the lifts – **DO NOT LEAVE IT TO MOVERS – THIS NEVER WORKS, & YOU WILL CREATE MORE ISSUES THAN YOU REALISE FOR YOURSELF & OTHERS.**

The idea is to load the lift with independent mode **ON**, leaving it **ON**, take the loaded-up lift to the floor you need (or down to level 1 if moving out), & unload the lift (leaving independent mode on). **DO NOT UNLOAD FROM A TRUCK INTO THE LOBBY RATHER PLACE ITEMS STRAIGHT INTO THE LIFT, NOR DO NOT UNLOAD A LIFT INTO A LOBBY AREA, RATHER TAKE IT STRAIGHT INTO THE APARTMENT OR OUT THE FRONT FOOR INTO THE TRUCK. FOR FIRE & SAFETY REASONS THIS IS IMPORTANT – IF THERE IS A SAFTEY ISSUE & SOMEONE IS HURT, CRIMINAL CHARGES CAN APPLY AS PER FIRE SAFETY LAWS.**

Turn **OFF** independent mode when **NOT** using the lift to ensure others are able to use the lifts normally. Ensure that you make sure that independent mode is **OFF** when you have finished. Do **NOT** leave the lift unattended when placed in independent mode. Someone will use the lift & take it to another floor, & it will then remain on that floor. **You need to manage the lift.** If you do loose it, you will need to enter the fire stairs & walk up or down to the level where the lift is stuck to retrieve it. Ensure that you clean up after your move, in the lobby on the ground floor (L1) as well as your floor, & the lift. Failing to do so could trigger a cleaning expense claim to your outgoing rental bond, or owners' strata account.

Do **NOT** use the second lift (without lift curtains) for moving or otherwise during your move in or move out. Leave it for other residents' convenience. You have the lift assigned to you exclusively.

Finally, email the building manager as soon as you have finished your move to arrange to return the lift keys & collect the form of ID left.

Owners Corporation, SP91667