

MOVING INSTRUCTIONS

BOOKINGS & PROCEDURE

Residents moving furniture or large items into or out of the building must first book with building management **at least 72 hours** prior to the move to ensure the lift is available and to co-ordinate your move with other residents, priority will be given on a first-in basis. Residents can make a reservation by:

1. (New Residents) Notify Building Management of their contact details by completing the 'Resident Registration' form available on the buildings website (www.metropolitanstleonards.com.au) .
2. Building Management will confirm your details and then send you a login to Buildinglink, the online management system used to manage bookings and run the building.
3. Login to Buildinglink and go to the reservations tab, choose the type of reservation you are wanting to make and you will be able to see the moving times that are available, make a booking at the applicable time.
4. Building Management will confirm your booking and notify you of the moving process as outlined in this document.
5. Building Management will arrange for the lift covers to be installed, lift key to be available and an inspection of the area you are moving through prior to the move, and will inspect the area post move.

MOVING TIMES

Residents are currently permitted to move 7 days a week but are requested to restrict moving to the following times so that lifts can be available during peak times for residents:

- Monday to Friday: 9am to 6pm
- Saturday, Sunday & Public Holidays: 7am to 6pm

VEHICLE ACCESS & PASSAGE INTO THE BUILDING

Large Vehicles above 2.2m in height (Loading Bay Access Only)

- There is a designated loading bay for trucks above 2.2m in height to park on Pole Lane at the rear of the building next to the car park entrance. This area is only to be used by residents who have booked this area with Building Management. Once your truck has parked you can access the building lifts via the car park, please **do not** take items through the main entrance foyers. Take items down the car park ramp to the lifts.



Vehicles below 2.2m in height

- For vehicles less than 2.2m in height you can park in your designated car space and take your items to the car park lifts, this is the preferred method for moving items into the building.



MOVING CONDITIONS & OTHER INFORMATION

- Trucks and other vehicles are only able to park in designated areas as outlined above. Please do not obstruct traffic under any circumstances.
- The lift covers must be used at all times.
- Only 1 apartment per lift is permitted to move at a time.
- Residents must not move items through the ground level foyer, please use the car parking levels.
- No damage is to be made to common property, particularly walls and doors; if damage is caused residents are to contact building management immediately.
- No mess (dust, dirt, rubbish, surplus furniture or personal effects) is to be left on common property and any common property hallway or lift used must be vacuumed after the move.
- Any large items to be discarded must be taken down to the main garbage collection area, please do not leave items around the complex or fill chute rooms.