



Moving Procedures

FOR

STRATA PLAN NO. 7882
(*BEAUMARIS*)

292 – 294 Liverpool Road, Enfield NSW 2136

**Moves are only permitted between
Monday to Friday from 8am to 4pm and Saturday from 8am and 1pm**

1.0 Procedure

Residents looking to MOVE-IN or OUT of Beaumaris must adhere to the Moving Procedure and by-laws of the building. There are several important procedures to note prior to moving. Please read this document carefully and contact the Strata Committee Secretary if you require further clarification.

All moves including deliveries for large household items such as refrigerators, lounges or washing machines must be booked in advanced with the Strata Committee Secretary (the Secretary) or a duly appointed Strata Committee delegate (SC delegate).

To submit a booking request, please email the following information to sp7882@beaumaris.org.au at least **72 hours** prior to the scheduled date:

- Booking type (Moving In, Moving Out or Delivery)
- Requested date and time.
- Unit No.
- Unit Resident - Contact Information
- Delivery Company - Contact Information

Once your booking request has been submitted for approval, residents will need to receive written confirmation from the Secretary or the SC delegate before arrangements are made with removalist companies (if applicable). The Secretary will endeavour to respond within **24 hrs**.

Under **NO** circumstances are residents permitted to move in, out or arrange delivery for large household items without written approval from the Secretary or the SC delegate. We kindly ask all residents to adhere to this procedure.

2.0 Moving Times

Moves are **ONLY** permitted from **Monday to Friday** between **8.00am to 4.00pm** (excluding public holidays), and **Saturday** between **8.00am to 1.00pm**. **NO** moves will be permitted outside these hours.

A representative from the Strata Committee shall be onsite to monitor all moves. Bookings must be submitted at least **72 hours** prior to the preferred moving date as the representative from the Strata Committee will require adequate time to prepare.

The Secretary reserves the right to refuse entry of large bulky items without a prior booking. Items that cannot fit into the lift will not be approved.

3.0 Loading / Unloading

The loading / unloading area for the building is accessible via Liverpool Road. The Secretary or SC delegate will be on-site to provide loading / unloading instructions. All moves are to be conducted as instructed by the Secretary or the SC delegate assigned to oversee this move. If damage occurs, the resident(s) responsible for booking the move-in, move-out or delivery will be held liable for any associated repair costs.

We kindly ask all residents moving in or out to be well organised in advance and to move their belongings efficiently through the building. This will minimise lift congestion and inconveniences to other residents.

If you are using a removalist company, please ensure they are aware of the procedures in this document. Please ensure removalist vehicles **DO NOT** restrict or impact ingress or egress of vehicles within this building.

When personal items, furniture, bags, and boxes are being handled, please do not stockpile them in front of lift doors or on Common Property. It is important for all belongings to remain within the vehicle until they are ready to be taken up by the lift and into the unit.

Extreme care must be taken to ensure that the Common Property areas are not damaged. Areas that are often impacted are walls, skirting boards, door areas and the lift interior. It is very important to notify the Secretary or the SC delegate of any damage that is caused to the Common Property as soon as possible after it occurs.

4.0 Lift Usage

This building is equipped with one lift. Prior to all moves, protective lift covers will be installed by the Secretary or the SC delegate. Under **NO** circumstances should residents or their representatives remove these protective covers.

Please note that even though lift interiors are covered with protective blankets, heavy items such as refrigerators and washing machines will cause damage to wall panels or flooring if these items are not placed carefully.

Residents **MUST NOT** in any way hold the lift doors open using furniture, boxes, bags, or any other items as the lift will go into an automatic **shutdown** mode requiring a technician to be called to reset the lift.

Any resident(s) who holds the lift doors open resulting in an emergency shutdown will be responsible for the technician call-out fee and any repairs to the lift.

The internal lift car dimensions are **1400mm wide x 2461mm high x 1970mm deep**. Lift car door dimensions are **880mm wide x 2040mm high**. Please observe the maximum lift weight load at all times. Do not overload the lifts as this may cause damage and place residents at risk.

5.0 Stairwell, Fire Doors, and Smoke Detectors

Household items are not to be transported via the buildings fire stairs at any time. Fire doors must not be obstructed at any time.

Residents need to be mindful of the smoke detectors that are on site and that can be activated. Smoke detectors are sensitive to the dust created when wood is cut, masonry is being drilled, or metal is cut with an angle grinder.

The costs involved with any smoke detector damage as well as damage to overhead or wall fixtures, such as light fittings, flooring and fire doors including the interior of the lift car will need to be reimbursed by the resident.

6.0 Rubbish Disposal

Please ensure all rubbish items, including cardboard boxes, are placed in the garbage room bins provided onsite. Residents can find recycling yellow bins in the garbage room located on the ground floor near the driveway entrance.

Strictly **NO** unwanted household items or furniture are permitted to be left on Common Property. Residents must ensure all items are correctly disposed.

Cardboard boxes must be flattened and placed inside the yellow bins. Large cardboard boxes and/or packaging material must be cut and placed inside the yellow bins. Once these cardboard boxes and/or packaging materials are placed in the bins, please ensure the lids to these bins can be fully closed. Please **DO NOT** place any garbage on top of the bins or in any other area within the garbage room other than inside the appropriate bins.

Residents have the responsibility to ensure no rubbish items are left on common property throughout the moving / delivery process and the Common Areas including the lift are cleaned at the end of the move.

Please ensure delivery drivers do not leave large cardboard boxes and plastic packaging onsite after delivery or installation. They must take rubbish items with them.

The Secretary or the SC delegate is available onsite to assist residents needing to dispose of large items during the moving process. If you are unsure on how to dispose of these items, please contact the Secretary for assistance.

7.0 Damages

If damage occurs, the resident(s) responsible for booking the move-in, move-out or delivery will be liable for any repair costs. This includes but is not limited to damages to:

- The lift interior.
- Smoke detectors in common areas and the individual unit.
- Overhead or wall fixtures in common areas (such light fittings).
- Flooring, carpets, skirting boards as well as common area doors and garage doors.

Any resident(s) who holds the lift doors open resulting in an emergency shutdown will be responsible for the technician call-out fee and any repairs to the lift.

CCTV will be reviewed to monitor disposal of rubbish, any items left in common areas, any damage to common areas during the move / delivery as well as any non-compliance with this procedure.