

SP69581 - MC CAFFERYS HILL
McCafferys Tower, Stables, Johns Court,
The Mews , Chalet & Clifftop



**DELIVERIES/PICK UP &
MOVE IN/MOVE OUT PROCEDURES**

From February 1st 2019

TIMES:

All movements in or out of the McCafferys Hill precinct properties are restricted to the following hours: **8:30am until 5:00pm from Monday to Saturday.**

CONTACTS:

Resident Services Manager (RSM) , Building Manager (BM)

Both above - Office 45 Bowman Street Open M-F 7.30-5.00pm **Phone:** 02 8565 9400.

Security (Employed By Australian Frontline Solutions - AFS)

24 hours a day, 7 days a week at The Gatehouse, 58A Bowman Street.

Phone: 02 8565 9494 or 0497 169 959. Email: security@jacksonslanding.org.au **Strata**

Manager - Dynamic Property Services (DPS)

Open Monday to Friday, Level 25, 66 Goulburn St, Sydney NSW 2000 Phone: 02 9267 6334.

Email: enquiries@dynamicproperty.com.au

Strata Committee (SC) - Contact via DPS

SITE INSPECTION:

To minimise move difficulties, we recommend prior inspection of the move site, noting the size restrictions of entrance doors, lifts etc. Removalists should consider use of ferry vehicle from John St or Cadigal Ave – Seek advice from Security.

LIFT FOR THE TOWER:

Under no circumstances are lift doors to be held or forced open.

Household furniture & white goods must not be moved through the main foyer of the Tower - Access to the lift is only permitted through the loading dock on B1.

Lift Protection : Includes floor protection and wall protection **Installed by Security.**

The loading dock has maximum height of 3400mm.

The lift car dimensions are: 2240mm high x 1350mm wide x 2005mm deep.

The entry door to the lift is: 2100mm high x 1000mm wide.

(A) PROCEDURE FOR DELIVERIES/PICK UP:

Applies to any deliveries/pick up of white goods or furniture other than small items, to/from existing occupants. Does not apply to The Stables. No paperwork or bond required, however please follow this procedure:

1. Resident to call RSM a minimum 24 hours in advance. RSM will ensure the lift protection is set up for the delivery/collection. (RSM will require information on delivery items expected on the day).
2. Security to be notified by resident when the delivery/collection is on approach.
3. Once Security is notified, Security officer attends to supervise the delivery/collection. PLEASE NOTE: If Security determines that the delivery/collection is actually a move during supervision, all activities will be stopped and Security will direct tenants to see RSM to complete move procedure, before they can recommence.

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(B) MOVE IN OR OUT

Only the Resident Services Manager (RSM) is authorised to schedule a move in or out. Does not apply to The Stables.

REFUNDABLE DEPOSIT A refundable deposit of \$500.

NON-REFUNDABLE FEE A non-refundable fee of \$198.00 , \$220.00 or \$330.00 (if booked within 48 hrs of the move)

BOTH DEPOSIT & FEE must be lodged with the RSM at the time of booking. The non refundable fee is to pay for a dedicated security guard to supervise the move in/out process to ensure all procedures are followed and any damage to common property by the mover is noted. If property damage is recorded, the Refundable Deposit will be withheld pending advice as to the total costs of repair and/or additional cleaning. The liability for such costs will rest with the person/s requesting the move. The costs of any damage will be deducted from the Refundable Deposit.

The person responsible for the move must be aware of lift (if applicable) and loading dock measurements. They will be provided with key access to lift controls and Security will supply and fit lift protection and provide instruction as to locking off the lift (if applicable).

A security guard will be in attendance dedicated to the move for 4 hours. (With the exception of 25 Cadigal Ave – The Stables).

PROCEDURE FOR MOVE IN OR OUT:

1. Resident to contact RSM to schedule the move. RSM to supply Moving Procedure Document, and Moving Request Form, the latter to be completed by resident, with payment of Non Refundable Fee and credit card details supplied for the Refundable Deposit.
2. Once all documents and payment details are received, a confirmation email will be sent by the RSM. A "Living at McCaffery's Hill" booklet will be included in the confirmation email for new tenants.
3. On the moving day Security will put in the lift protection (where applicable) early in the morning (no earlier than 1am, and no later than 6am.)
4. Resident to call Security upon arrival. A pre-inspection of the common property is to be carried out prior to start of move, Security will take photos of any pre-existing damage, and will use the lift key to lock off the lift if this is required. Security will be present during the move to monitor adherence to procedures.
5. After the move is completed Security will carry out a post- inspection. It is the resident's responsibility to make sure the common area is clean. Photos will be taken if necessary and any damage or cleaning required noted. Resident and Security are required to sign and acknowledge the inspection forms during pre and post inspection.
6. Security to remove lift protection after all scheduled moves/deliveries are completed on the day. Lift protection will be removed by 6pm (unless a late delivery has been scheduled, when the lift protection will be removed straight after the late delivery).

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