

# Stadium Gardens Apartments

## Moving Policy & Process

The Stadium Gardens Apartments Body Corporate has a strict process for the movement of household furniture, whiteware and personal belongings when being relocated into or out of the Stadium Gardens Apartment complex. This process is also applicable for the movement of large and non freestanding items such as tables, sofas and the like.

1. Prior to any apartment relocations into or out of Stadium Gardens Apartments, the **Facilities Manager must have received reasonable notification** (circa 1 week) by email of the move, this must include confirmation if it is a complete or partial apartment relocation (or a flatmate moving), its planned date, approx time and if there are professional movers involved.
2. Where **professional movers** are used, they **must be made aware of this Moving Policy and Process** regarding the conveyance of household and personal boxed possessions between the apartment and street; this is primarily to reiterate that it is mandatory to use the lift covers are up and the Lift Lock-off Key (LLK) is used.
3. Residential relocations into or out of the apartment complex **will not occur before 9.00am in the morning or between 4.30pm and between 6.00pm in the evenings during weekdays**; this is to ensure that the car park and the lifts remain clear and available for residents going to or returning from work.
4. **Only the Service Lift is to be used for the movement of household furniture**, whiteware and personal belongings.
5. All relevant items being shifted into or out of the complex, **must enter or exit the apartment building via the ground garage** (first roller door) and not by the main foyer sliding doors.
6. The **lift covers must first be in place** before any goods are carried to minimise damage to the lift walls.
7. The **lift lock off key (LLK) must be used at all times** to ensure the lift doors do not attempt to close whilst the lift is being loaded.
8. With the lift locked off **on the ground floor, always load or unload the service lift from the rear doors** - always taking care not to scratch any exposed steelwork.
9. **Furniture is not to be roped up the levels in the atrium between without the express permission of the Facilities Manager**. This will not unreasonably withheld however once given, there will be an inspection for damage which will be made good by the BC and oncharged to the apartment movers property owner.

### **Opening the Garage Roller Door**

1. On the left hand side of the top control box there is a push-to-open switch; push this and allow the door to completely roll up,
2. Switch the top power switch to “off”, goods can now be moved through the doorway.
3. When the doorway is not in use or the movement of goods is completed, turn the top power switch to “on” and the door will automatically close.

### **Using the Service Lift and the Lift Lock Off Key (LLK)**

1. Call and only use the number 2 lift - the Service Lift - for the movement of all freight between the ground and complex floors.
2. Place the LLK into the left hand key lock and turn clockwise; the lift is now “reserved” and the key cannot be withdrawn.
3. Always load or unload the lift taking care not to scratch any exposed steelwork.
4. To travel from the ground and any of the floors, the security fob needs to be presented to the security fob reader before the floor can be selected; use your apartment fob or the one on the LLK keyring.
5. Any time that the lift is not being used, remove the LLK; this will make the lift available for normal operations.

### **Following the Move**

1. Between the apartment door and the transport vehicle on the ground floor((- including the lift floor, clean up all mess created from spills as a result of the shift
2. Immediately report to the facilities Manager any damage caused as a result of the sift of household furniture, whiteware and personal belongings.

### **Policy Enforcement**

Many see that it is easy to ignore the Body Corporate Policy requirements when relocating the contents of apartment through an apartment complex; where this happens there is often unreported damage to the common area (walls carpets, lift) left for the BC to repair. In an effort to ensure that the Moving Policy and Process is observed there will be a minimum deferred maintenance fee of \$200.00 (plus incidentals and administration) charged to the property owner for those caught breaching the policy requirement. Where the property is tenanted the owner will no doubt pass this fee on to their property manager or tenants.

All Stadium Gardens residents are encouraged to look after their environment and immediately to the Facilities Manager report any instances where there is apartment relocation activity that is not following the ***Stadium Gardens Apartments Moving Policy and Process***.