

## MOVING INSTRUCTIONS

Residents moving furniture or large items into or out of the building must first book with concierge/building management **at least 48 hours** prior to the move to ensure the lift is available, co-ordinate your move with other residents and ensure the lift protection is installed, priority will be given on a first-in basis.

### MOVING TIMES

Residents are currently permitted to move 6 days a week during concierge hours:

- Monday to Saturday: 8am to 4.30pm

### MOVING PROCESS

The Archibald has two lifts allowing one resident to move-in to the building at any one time. Moving is only permitted during the designated hours when the concierge is on-site to assist and supervise the move.

There is a loading dock on the lower ground level for trucks to park (subject to size restrictions) and all items must enter the building via the car park levels, under no circumstances are items to be moved through the main entrance foyer.

#### ***Loading Dock***

There is a loading dock for large vehicles located on the lower ground level as you enter the car park via Grafton Lane. Past the lower ground level the car park has a height restriction of **2.2m** limiting access for large vehicles.

Residents moving with large vehicles must park their vehicle in the loading dock and use the nearby lift to take items to their apartment. For retail tenancies there is a goods lift to take items to the ground level goods collection area.

The loading dock can handle a delivery vehicle up to the following dimensions:

- 3.5m** height limit
- 6.4m** length

Please refer to the map at the back of this document for the location of the loading dock.

### ***Lift Sizes***

Please be cognisant of the size of the lift when scheduling your move to ensure your items can fit into the lift. The dimensions of the lifts are:

Clear Opening Height **2100mm**

Clear Opening Width **1000mm**

Inside Car Height **2400mm**

Inside Car Width **1400mm**

Inside Car Length **2000mm**

### ***Goods Lift (Retail Tenancies)***

Retail Tenancies can use the goods lift to take items from the lower ground level loading dock to the ground level goods collection area.

### **BOOKINGS**

Residents must book their move to ensure the lift and loading dock is reserved, lift protection is installed and a lift lock off key can be provided to prevent damage to the lift.

Please note under no circumstances are residents to move items into the building via the main entrance foyers, residents must access the lifts via the car park or loading dock.

### **BOOKING PROCEDURE**

Bookings must be made 48 hours prior to your move and residents can make a booking be either contacting the concierge or using the online booking portal accessible via the Building Link platform. For security purposes residents must have their details registered with management for a booking to be accepted.

To register your details with management and make a booking using the online system:

1. (New Residents) Notify Building Management of your contact details by completing the 'Resident Registration' form available on the home page of the buildings website ([www.archibaldresidences.com.au](http://www.archibaldresidences.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, access to Buildinglink is also available via the home page of the buildings website.
3. Login to Buildinglink and go to the reservations tab, choose the type of reservation you are wanting to make: Lift / Loading Dock. You will be able to see the moving times that are available, make a booking at the applicable time.
4. Management will confirm your booking and the moving process as outlined in this document.

### **ON THE DAY – COMMENCING YOUR MOVE**

On the day please contact the concierge on (02) 7228 0539 who will assist you with where to park your vehicle, provide you a lift key and explain the operation of the lifts.

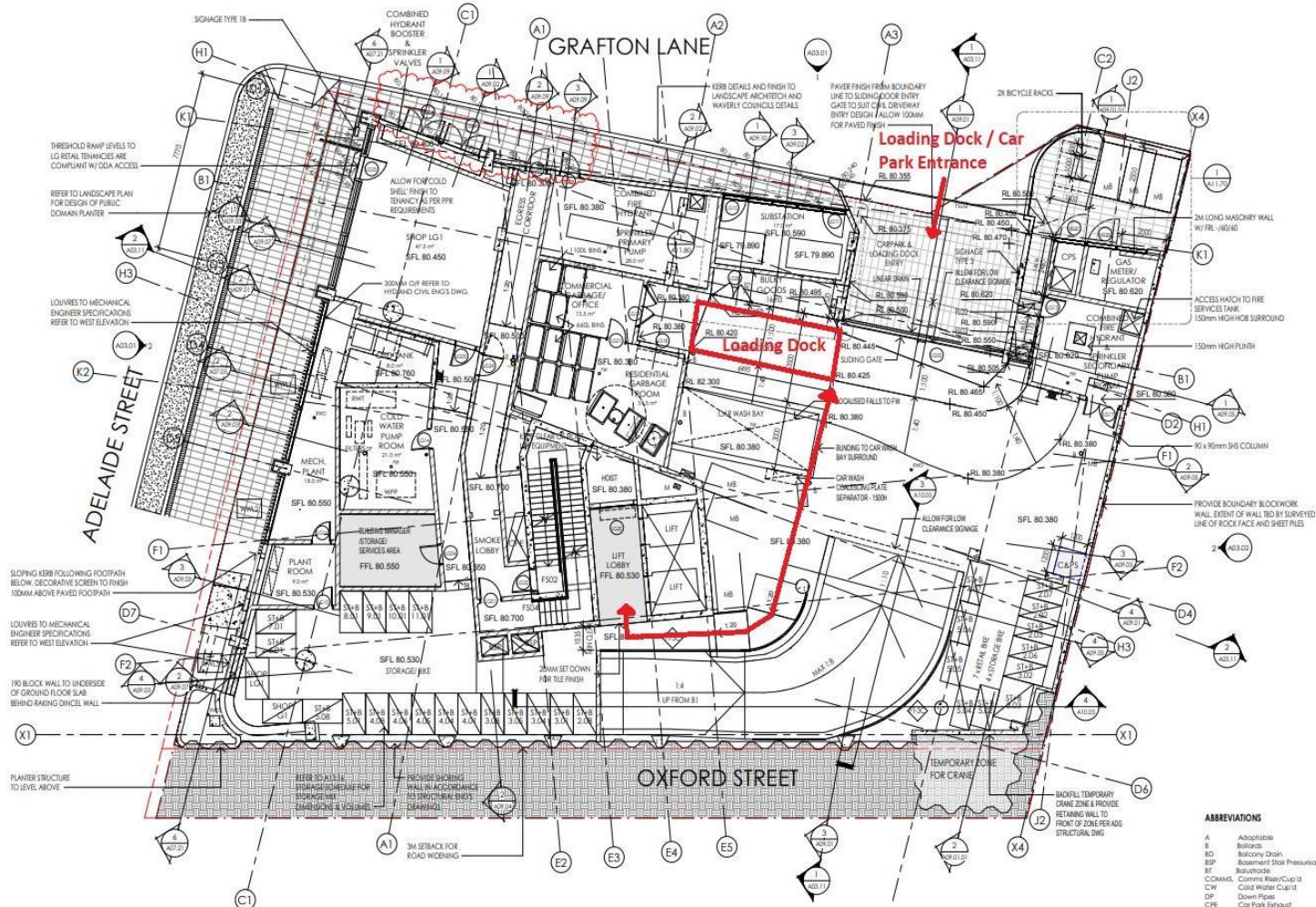
Similarly, when completing your move the concierge will carry out an inspection of the area to ensure no damage has been made and collect the lift key from you.

Please refer to the below moving conditions that must be adhered to when carrying out your move:

## **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 and you are only to use the lift allocated to you.
- Only 1 apartment is permitted to move at a time.
- Residents must not move items through the ground level main entrance foyer, please use the car parking levels as indicated.
- 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, items must be disposed of properly.
- 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.
- Paths of transit such as the lifts, hallways and car park / loading dock must be suitably cleaned post move so that they are clean and tidy, this includes vacuuming the lift and hallway floors.

## Lower Ground Level Loading Dock Map



**Moving Instructions:**  
 Vehicles are to park in the loading dock and take items to the lower ground level lift lobby.

**ABBREVIATIONS**

- A Admittable
- B Balustrade
- BD Balcony Drain
- BSF Basement Stair Pressurisation
- BT Balustrade
- COM.MAS. Common Riser/Caseid
- C.W. Cold Water Cupid
- DP Down Pipes
- CPE Car Park Enclosed