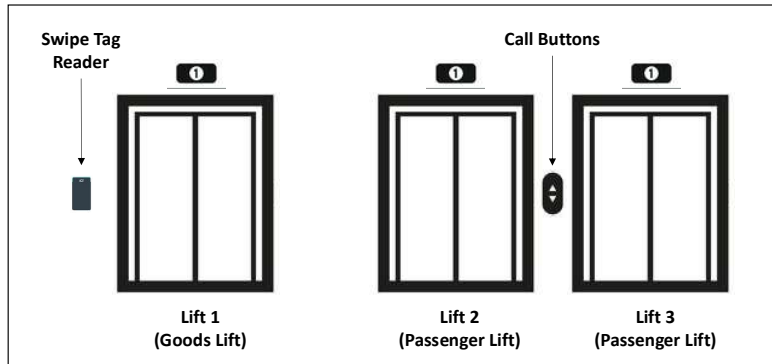


Goods Lift and Moving In/Out Guide



When to use Lift 1

Lift 1, the leftmost lift, is the building's designated goods lift. Lifts 2 and 3 are for passengers only. Lift 1 is called by swiping a building tag on the tag reader located to the left of the lift. Lift 1 is deeper than the passenger lifts and has padded curtains to protect the cabin walls.

Lift 1 must be used for:

- moving into or out of the building;
- furniture, appliances and bulky deliveries;
- removalists, contractors, tools and materials;
- bicycles, scooters, trolleys and fitness equipment;
- pets;
- garbage or recycling bags;
- dirty, wet or soiled items; and
- commercial goods, stock and waste.

If an item could obstruct, dirty or damage a passenger lift, use Lift 1.

Using the Lift 1 door override switch

A green override switch is located on the front-left panel inside Lift 1.

1. Move the switch **up** to hold the doors open.
2. Load or unload the lift.
3. Ensure everything is clear of the doors.
4. Move the switch **down** to release the doors.
5. Swipe your access tag and select your floor.

Always leave the switch down when finished so others can call the lift.

Do not block the doors

Never hold the doors open with furniture, boxes or trolleys. This can damage the door mechanism and cause a lift fault.

Moving in or out

The resident or owner arranging the move is responsible for removalists and helpers.

- Give this guide to the removalist.
- Confirm large items will fit and observe the lift's load limit.
- Protect common property floors, walls and corners.
- Keep corridors, doors, fire stairs and exits clear.
- Do not prop open secure or fire doors.
- Remove all boxes, packaging and unwanted items.
- Clean any mess and promptly report damage.

Furniture, mattresses, appliances and moving waste must not be left on common property or in the refuse room.

Unit owners may be charged reasonable cleaning, callout or repair costs caused by their residents, visitors, contractors or removalists.

Assistance

Email: security@globeonmoore.com

After-hours text: 0450 585 050