

## **GOODS LIFT & MOVING IN/OUT GUIDE**

Lift 1 (the left most lift when facing the lift doors) is the goods lift.

The goods lift must be used when:

- Moving belongings in or out of the building, including with removalists you have engaged to complete this for you
- Moving any bulky or soiled items, recycling and garbage bags that shouldn't be put down the garbage chute, pets / animals and any commercial waste / garbage from retail tenancies
- All shopping trolleys, bikes, scooters and fitness equipment
- Transporting any goods related to retail tenancies

Lift 2 and 3 are designated as passenger lifts only. Lift 1 (goods lift) contains protective coverings on the walls to minimise any damage to the lift interiors and has a larger cabin area than the passenger lifts. The owner of a unit where any person from that unit, including removalists, found misusing or damaging the passenger lifts will be held responsible for any cleaning and/or repair costs.

Lift 1 (goods lift) contains a green override switch on the front left panel inside the lift. Use this switch to lock the lift doors open while loading / unloading the lift with your items. Push the switch to the up position to lock the doors open. Push the switch to the down position to release the doors again and operate the lift as normal. When you are ready to move the lift, release the switch (down position) and then swipe your tag and select your floor. When you have finished using the goods lift, remember to release the switch (down position) so that others may call the lift.

Failing to use the override switch will cause the lift doors to time out and attempt to force close themselves. Blocking this process may result in damage to the lift door mechanism. Any lift company call out fees and repair costs will be passed on to the responsible unit owner.

Please direct questions to [security@globeonmoore.com](mailto:security@globeonmoore.com) or 0450 585 050