

BOOKINGS

To ensure the lift and loading zone is available for residents moving furniture or large items into or out of the building residents must first book **at least 48 business hours** prior to the move. Residents can make a reservation by using the "Amenity Reservations" tab on their Building Link homepage. If you do not have your login details for Building Link, please contact building management via email on management@rinaapartments.com.au.

VEHICLE ACCESS

Removalist trucks should park in the loading zone area outside building 3, only vans with a maximum height of 2.4m can access the car park. Items can then be taken through the car park to the lift. Please note items are not permitted to be taken through the main foyer.

LIFT DIMENSIONS

Building 1 Lift:	Building 2 Lift:	Building 3 Lift:
Depth 200 cm	Depth 200 cm	Depth 205 cm
Height 228 cm	Height 224 cm	Height 221 cm
Width 129 cm	Width 129 cm	Width 129 cm
Outer door height 209 cm	Outer door height 209 cm	Outer door height 209 cm
Outer door width 89 cm	Outer door width 89 cm	Outer door width 89 cm

MOVING CONDITIONS

- Residents are only permitted to move between :
 - 9.00am and 6.00pm Monday to Friday (excluding public holidays)
 - 7.00am and 6.00pm Saturday, Sunday & public holidays
- Trucks must park in the loading zone outside building 3.
- Contact building management to arrange the bollards in the loading bay to be lowered.
- The lift covers must be used at all times.
- The cleaner can assist with putting up the lift covers and taking them down Monday to Friday from 9am until 3pm.
- For moves that are booked on the weekends the cleaner will install the lift covers on Friday afternoon and remove them on Monday morning, as the cleaner is not on site over the weekends.
- Only 1 apartment is permitted to move into/out of the complex at any given time.
- Residents are not permitted to move items through the entrance foyers on the podium level (excluding apartments on that level).
- In the interest of security doors they should not be propped open or aggressively jammed.
- No damage is to be made to common property, particularly walls, if damages 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 and any common property hallway or lift used must be vacuumed after the move.
- Any large items to be discarded must be taken down to the garbage areas, please do not leave items in around the complex.

Please note that everything must be taken through the carpark – nothing is to go through the foyer of the building.

The loading bay is located outside Building 3, before the driveway entrance. There is a ramp running from the loading bay down to a fire door, which accesses the basement of Building 3. This will need to be opened from the inside – you will be able to access this from the visitor carpark. Items can be taken from the truck and stacked alongside the wall across from the Building 3 lift, provided the passageway is not obstructed. While going from there back and forth to the truck, the door can be left open, but once you start ferrying items through the carpark to your building, please ensure the fire door remains closed. Wider items like couches may need to be taken down the carpark entry ramp.