



## **The Guilfoyle Apartments Moving In/Out and Delivery Protocol for Residents**

To ensure the move in/out process is organized with minimal disruption to other residents, each move in/out must be booked with the Facilities Manager. A lift will be assigned for your use for a specific time period. Please note bookings for moves and deliveries will only be accepted via the MYBOS system, no bookings will be taken over the phone or via email.

Before a move is undertaken, a Move-In / Move-Out Agreement must be completed and signed by anyone moving items to or from Guilfoyle Apartments. The forms can be collected from the Facilities Manager.

Please note for single item deliveries a two hour time slot will not be allocated but it is imperative Facilities Management are notified in advance 24 to 48hrs prior to the delivery taking place to check on availability.

It is extremely important that prior to the move, your removalist contacts the Facilities Manager to familiarise themselves with the process and if necessary inspect the building. Points covered will include the following:

- Parking of removalist vehicle
- Allocating a specific time and duration for the move
- Location of the loading dock
- Entry and exit points
- Protection of all furniture and fittings in the common areas
- Completion of liability forms and inspection of common property
- Disposal of boxes and other waste generated from the move
- Supervision

### **Adequate Notice**

A minimum of 48 hours' notice is required to secure a lift. Moving times are assigned in two (2) hour blocks and are strictly monitored one per apartment per day. Please allow as much time as possible to avoid disappointment. An alternative moving in time may sometimes be necessary.

### **Lifts**

To protect the lift against damage the Facilities Manager will install lift covers.

### **Booking a lift and loading dock**

Please contact Cameron Stewart, Facilities Manager on **0448 167 604** or **bm@theguiffoyle.com.au**

### **Available times**

Monday to Friday – 9am to 5pm with two hour time slots available. (All start on odd hour.)

Saturday - 8am to 4.00pm with a maximum of two hour time slots available. (All start on even hour.)

Sunday – No moves or deliveries permitted.

Public Holidays – No moves or deliveries permitted.

Please note: One two hour time slot is permitted per apartment per day.

### **Lift Car Dimensions (Goods Lift)**

Internal car size 1300 wide x 1975 deep x 2375 high

Door opening 1000 wide x 2100 high

If there are any questions in relation to the move or you require any assistance, please contact the Building Manager.

**PLEASE NOTE: No furniture, whitegoods, boxes or similar are to be moved through the foyer. All moves are through the Wells Street car park entrance to Basement 1 and the goods lift only, unless the express permission of the Facilities Manager has been granted.**