

THE GUILFOYLE



QUICK REFERENCE GUIDE FOR NEW TENANTS

Owners Corporation

The Owners Corporation Manager is Maureen Brill from The Knight Alliance.
03 9509 3144 – Alex@theknight.com.au

Owners Corporation Rules

The Guilfoyle is governed by a set of rules, a copy is included within the Residents Guide, please ensure you abide by these rules.

Please contact the Facilities Manager or Owners Corporation if you need clarification on the rules.

Facilities Manager

The Guilfoyle has a dedicated Facilities Manager, Cameron Stewart. Cameron works for Facilities Management Victoria (FMV) which is contracted by the Owners Corporation to manage the daily operations and common areas of the building.

0448 167 604 – bm@theguiffoyle.com.au

Cameron's hours are 7.30am to 4pm Monday to Friday excluding public holidays and building attendants are on site weekdays 4pm to 10pm and 8am to 4pm on weekends excluding public holidays. Facilities Management accepts out of hour's calls for emergencies only and any out of hours call outs incur an \$85.00 per hour or part of charge.

Move Protocol and Delivery Protocol

1. Register for the online MYBOS system with facilities management and complete and forward new resident details on move and update forms.
2. A minimum of 48 hours' notice is required.
3. Moves/Deliveries can only take place whilst Facilities Management is on site via the MYBOS system.
4. All moves take place from 9am to 5pm weekdays and 8am to 4pm Saturdays with a maximum of 2 hour time slots per apartment per day. No moves permitted Sundays.
5. All moves enter via the Wells Street car park entrance and down to the Basement level 1 where you will find the lift locked off for you, call Facilities Management when you need the lift locked.
6. Lift Dimensions; Internal – 1300mm wide x 1975mm deep x 2375mm high.
Door – 1000mm wide x 2100mm high.

Window Furnishings

There are set OC rules for window furnishings, blinds with white backing facing outwards anything contrary to this and the OC will ask for them to be removed.

Fire Sprinklers / Smoke

Please take note of sprinklers whilst moving in all common areas of the building. Any damage to sprinklers and any resulting damage to common areas will be charged to those responsible. All brigade charges are also forwarded to those responsible. Large amounts of water will be dispersed by any damaged sprinklers so please take care not to hit them, damage them and never hang items from them.

Never allow smoke from an apartment to enter the common area as the Building Fire system will be activated. All common areas of the building are non-smoking which includes all car park areas, back of house, foyer, all areas on level 3 including the outdoor BBQ area and all corridors. Any activation of the Building Fire System will result in the brigade being called and all charges will be passed onto the apartment responsible.

Service connections

Electricity

The Guilfoyle has an embedded network

- OC Energy are the dedicated supplier for The Guilfoyle. Contact OC Energy on 1300 49 4080 to arrange connection or via www.ocenergy.com.au to connect online.
- Individual meters are on each floor in a locked riser cupboard.

NBN

- The Guilfoyle is an NBN ready building and your equipment is located in your wardrobe.
- Contact your preferred service provider to arrange connection and confirm they are NBN compliant.
- Technicians will only require access to your apartment for connection.
- Any further questions please go to www.nbnco.com.au or call 1800 OUR NBN.

Hot Water Service

- You will be charged for the heating of hot water in your apartment.
- Origin is the dedicated supplier, please contact them on 1300 734 533.
- In the event Origin requires access to read your meter please ask them to contact the Facilities Manager on 0448 167 604.
- Billing for Stove tops will also appear on your Origin bill and is not billed via the Owners Corporation.

Cold Water

- Please contact South East Water on 131851 to connect cold water supply.

Foxtel

- Foxtel is available at The Guilfoyle, please call 1300 785 622 or 13 19 99

Mounting of Dryers

Ply support is installed in the laundry behind the plaster wall for the mounting of dryers. The height of this board is approximately 1975mm high from the floor tile and is between 600mm to 800mm wide. We strongly recommend you engage a professional handyman or carpenter to mount this bracket for you.

Fridges

The apartment fridge cavity varies from apartment to apartment; we highly recommend you measure yours prior to purchasing one to ensure it fits your fridge cavity.

Arial fitting required – F type Pal Male

Rubbish and Recycle

- A Refuse area is located on each level with a Chute for general house hold rubbish, Recycle bin for recycle only and an eco bin for empty plastic bags for landfill.
- Please ensure leaking bags are not carried through the common areas and that all bags are securely tied prior to placing them in the chute.
- All moving boxes etc. must be removed from the building as per the signed move agreement. We suggest you organise for your removalist to remove them or contact Facilities Management for any alternative methods of removing it.
- Please note a minimum charge of \$85.00 is applicable if FM has to remove hard rubbish or moving material from any common area.
- No cardboard, polystyrene, clothing, furniture or recycle should ever be placed in the chute as it will cause blockages. Glass placed in the chute creates an OHS issue for Facilities and cleaning staff working in the refuse room below.
- Please never dump old or unwanted furniture in the common areas of the building. Please contact the Facilities Manager to arrange a hard rubbish pick, 2 weeks' notice is required to organise this with the Melbourne City Council.
- Charity bins for clean unwanted goods are located back of house on the ground floor.

Level 3 Resident Area

- The Lounge area is available to residents and can be booked via Facilities Management. A bond of \$200.00 is required for the hire of the room and \$100.00 if the TV equipment is required. The area can be used between 10am and 9.30pm weekdays and weekends, please ask The Facilities Manager to forward you the Booking form and terms and conditions.
- The Pool, Gym and BBQ area on level 3 is available for use by all residents between 6am and 10pm seven days a week and do not require being booked. These areas cannot be booked for private functions. Please complete the Gym and Pool induction to gain access to the level 3 Facilities.

Bikes

- Bike storage is available on the ground level car park area. No bikes are permitted in the foyer or lifts at any time as per the OC rules.
- The area can be accessed from Wells street via the use of remote or swipe.
- All bike racks are common area and common property so they cannot be reserved at any time.
- Please register your bike with Facilities Management to avoid having it deemed abandoned and removed. A notice explaining this will have been forwarded to you upon moving in.