

FAIRFIELD

Apartments

Resident's Manual

MOVING IN PROCEDURE

All residents are required to follow moving-in procedures, to ensure adequate access to building and loading facilities, protection of common property and minimal disruption to residents.

Residents must contact the Building Manager prior to moving in as to arrange access and confirm move in procedures.

Building Manager:

Owners Corporation: Excel Strata Managers – Suite 12, 14 Albert Street, Blackburn VIC 3130

Contact: Nicole Anderson - nicole@excelstrata.com.au; phone: 9894 3077, fax: 9894 7036

UTILITIES CONNECTION

You are responsible for ensuring that service accounts are connected in your name upon occupation.

Electricity: AGL – 131 766

Gas and hot water: Origin Energy – 1800 054 458

Telephone and data: Telstra – 1800 307 516

Pay TV: Foxtel – 1300 785 622

WATER

Yarra Valley Water - 1300 304 688. Contact Yarra Valley Water upon handover of your apartment to arrange connection of your water services.

RUBBISH COLLECTION

The Owners Corporation is responsible for overseeing the waste management contractor. The Building Manager will provide information regarding waste disposal and collection.

RUBBISH AND RECYCLING

Rubbish and recycling facilities are located in the bin/recycling area in the basement (beyond the bicycle racks).

Waste must be deposited in the appropriate general waste or recycling bins provided. Hard waste may not be left here.

AUSTRALIA POST

The building has been registered with Australia Post for delivery of mail. If you require mail to be diverted from your existing address to your new home apply for mail re-direction (a form can be obtained at any Australia Post branch).

Postal Address for the building is: (Apartment Number)/ 62-64 Station Street, Fairfield VIC 3078

MAIL

An individual keyed mail box is provided for each apartment. The mailroom is located on the ground level.

RESIDENT ENTRY AND SECURITY

Main pedestrian and car park entries are off Station Street.

The building is electronically secure, which means residents are required to use their proximity card or remote control to gain access throughout the building. The proximity card or remote will provide access to the main pedestrian entry foyer and the garage door.

Along with the proximity card, residents are required to use their standard apartment entry door key to gain access to their apartments and the car park pedestrian entry door.

Please note storage cages located on the car park levels require a padlock and key, to be provided by the residents.

To maintain security, contact the Building Manager immediately to report lost proximity cards or remote controls, and to purchase additional cards.

In the event of power failure, residents will be able to enter the building through the garage pedestrian gate and take the fire stairs to their apartment level. The proximity card system and intercom will not work.

RESIDENT PARKING

The car park is protected with a tilt door, controlled by the use of a remote control. To maintain security, do not permit "tail gating" through the garage door.

Car parking spaces are identified with the relevant apartment numbers. Residents must ensure that they park only in their allocated parking space.

Please note the following:

Speed limit is 8km/hour

Follow all signs and directional marking

Be aware of pedestrians at the driveway crossing when entering and exiting the car park, as well as at entrances to the carpark on each level

Headlights should be on when driving in the car park

VISITOR ACCESS

To maintain security throughout the building, visitor access can only be authorised by a host resident, via the audio intercom system.

Please ensure that visitors are identified PRIOR to providing access to the building.

FIRE PROCEDURES AND SAFETY

Ensure you are familiar with the evacuation procedure and nearest fire exit to your apartment. Fire doors must remain closed at all times, including your apartment door.

Please note that smoke detectors in the common areas are linked the Melbourne Fire Brigade (MFB). Cooking smoke should not be dispersed into the common hallways as this may set off the alarms; expensive fines apply for false alarms.

Take care around the sprinkler heads within your apartment. Do not clean with detergents or wet cloths.

UTILITY INFORMATION

Electrical service

Your apartment has a normal domestic 240 volt, single phase power supply, for its own use.

Your apartment's switchboard is located inside your apartment. All light, power, air conditioning, rangehood, oven, dishwasher and exhaust fans circuits are protected by circuit breakers at the switchboard. For added personal protection, power points (GPOs) (including those into which appliances are plugged) and lighting circuits have a safety switch.

Should your safety switch trip for any reason, follow these steps:

1. Isolate/turn off all GPOs and lights, and unplug all appliances
2. Reset the safety switch
3. If the safety switch cannot be reset, contact a licenced electrician as a fault exists with either the wiring or the switch itself
4. Plug your appliances back into the GPOs one at a time or until the safety switch trips. When it trips, you have determined the cause of the fault. Unplug the faulty appliance. Take the faulty appliance to a qualified service centre for repairs, or replace.

Please note that a licenced electrician must be engaged to locate and fix any fault with the gas supply.

Gas service

Your apartment has a separate gas supply for its private use.

In the event of an emergency, the gas isolation valve is inside the kitchen cupboards or behind draws, adjacent to the cook top.

Gas usage for the cook tops in all apartments will be billed through the Owners Corporation.

Please note that a licenced plumber must be engaged to locate and fix any fault with the gas supply.

Water service

To turn off the water supply at your apartment, use the stock cock located in the water meter services cupboard on your floor. Contact your Building Manager for access to this cupboard.

Please note that a licenced plumber must be engaged to locate and fix any fault with the gas supply.

Washing machines

Fairfield Apartments' builder, *Element Five*, strongly recommend that you have a professional plumber fit your washing machine. If you do choose to fit your own washing machine please be certain that taps and drain pipes are attached correctly and in the correct locations.

Please note that damage caused by washing machine leaks is not covered by your builder's warranty. For advice or assistance please contact the email: warrantyenquiries@elementfive.com.au

Hot water

Hot water is supplied from a central gas hot water heating system on the roof and is maintained by the Owners Corporation.

Air conditioning

Your apartment is supplied with an air-cooled, reverse cycle, split air conditioning system for heating and cooling in your home. In most instances, your air conditioning condenser unit is located within the apartment courtyard/balcony, however some may be located on the plant platform at roof level. These condensers will be labelled with your apartment number. Contact the Building Manager if you require access to your condenser if not located on your balcony.

COMMUNICATIONS

Telephone and fax

Your apartment has been provided with a telephone/fax connection point. These points are suitable for connecting your telephone, fax machine and/or ADSL, and are interchangeable.

Telephone lines

Your apartment has been wired for telephone lines. You will need to contact Telstra to arrange a telephone account and the details of your service.

Free to air TV

A community master antenna is located on the roof of the building and is tuned to receive a quality signal for free to air commercial television.

The TV reception outlets in the wall are "screw in" (F Type) connections and may not fit your existing television lead. "Conversion" (F Type to pal) fly leads are required to connect your TV or video to the outlets. Free to air can be obtained from either of the two outlets on the wall.

As the frequency of the signal may vary slightly from your previous antenna system, your television may need to be re-tuned to ensure an optimum quality reception.

Pay TV (Cable)

Pay TV cable, suitable for Pay TV (Foxtel), has been supplied wired into your apartment ready for final connection by the provider.

You will need to contact the Building Manager to arrange a connection of Pay TV to your apartment. A connection fee is applicable.

APARTMENT SECURITY AND FIRE SAFETY

Intercom

An intercom video unit is located at the entry doors. This unit has a control button to allow visitor access to the building

Smoke detection

Your apartment is provided with one or more 24 volt DC main powered (via the Fire Information Panel) smoke detector unit with a backup battery, generally fixed to the ceiling outside the bedroom(s).

You must remove the yellow protective cover when you move into the apartment

The detector is connected to the Fire Information Panel (FIP) within the building. If the smoke alarm is tampered with or removed, the FIP will be alerted and a technician will be automatically called. If the alarm sounds due to smoke from cooking activities, it will continue for 30 seconds, when, if no further smoke is detected, it will become silent. If smoke is still present, it will continue to sound the alarm. In order to disperse any smoke and silence the alarm, open all external window and doors to dissipate the smoke. **Do not open the door to the public corridor/hallway as this may result in the fire brigade being called.** As always when cooking, it is recommended that the range hood is in operation to extract any unwanted smoke or fumes.

Door and window security

Apartment entry doors, windows and balcony sliding doors are lockable.