



JADE
RESIDENCES

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7 Forest Grove, Epping NSW 2121

P: 02 7208 9229

E: management@jaderesidenceseppling.com.au

MOVING INSTRUCTIONS

BOOKINGS

Residents moving furniture or large items into or out of the building must first book with building management **at least 48 hours** prior to the move to ensure the lift is available and to coordinate your move with other residents, only one apartment is able to move into/out of the building at a time.

Bookings can be made by either emailing Building Management or booking online through Building Link which will allow you to view available moving times. To book through Building Link:

- Access Building Link via the link at the bottom of the buildings webpage: www.jaderesidenceseppling.com.au and login using your username and password. If you do not have a username and password first register your details with Building Management using the 'Resident Registration' form available on the home page of the buildings website and a login/password will be provided to you.
- Once you have logged on to Building Link go to the 'Amenities Reservation' tab on the front page and then select 'Add New Reservation' and then the 'Moving In' link.
- Complete the 'Moving In' reservation form with the time you would like to move and then press 'Save'.
- You will receive confirmation from Building Management within 24 hours (weekdays), please do not book your move until confirmation is received.
- Building Management will organize a lift key and access to the storage room on level B1 where the lift covers are stored.

MOVING TIMES

Residents are currently permitted to move 7 days a week but are requested to restrict moving to the following times so that lifts can be available during peak times for residents:

- Monday to Friday: 9am to 6pm
- Saturday, Sunday & Public Holidays: 7am to 6pm

VEHICLE ACCESS & PASSAGE INTO THE BUILDING

Large Vehicles up to 3.3m in height (Loading Bay Access Only)

- There is a designated loading bay on parking level 1 (see map). This area is only to be used by residents who have booked this area with Building Management. Large delivery trucks can be parked in this area and then items taken to the lifts, please **do not** take items through the main entrance foyer.





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Vehicles up to 2.2m in height

- For vehicles less than 2.2m in height you can park in your designated car space and take your items to the car park lifts, this is the preferred method for moving items into the building.

MOVING CONDITIONS & OTHER INFORMATION

- Trucks and other vehicles are only able to park in designated areas as outlined below. Please do not obstruct traffic under any circumstances.
- The lift covers must be used at all times. It is the responsibility of the residents moving to install the lift covers prior to moving and to remove the lift covers after completing the move.
- The lift covers are stored in the storage room behind the loading bay, a key to get access to the storage room are on the set of lift keys.
- The lift keys can be used to also lock on/off the lift whilst residents are moving, please contact Building Management to arrange collection of these keys.
- When locking on/off the lifts when moving the doors will remain open to prevent the lift doors closing on your items. The key will need to be turned back to the starting position to allow the doors to close. Please ensure it is left in this position when finished using the lift.
- Please be mindful of other residents when locking on/off the lifts and ensure you don't lock the lift off for more than 2 minutes. Residents should only lock open the doors to the lift to load/unload items from the lift. The lift should be released for other residents to use when moving items to/from the apartment on the level and also when moving items to/from the truck in the loading bay. As there is only 1 lift per building other residents will need to use it during these periods as well.
- Only 1 apartment per tower is permitted to move at a time.
- No damage is to be made to common property, particularly walls and doors; if damage 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 main garbage collection area, please do not leave items around the complex.





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