



## SPRINGFIELD TOWER

2 Springfield Tower, Potts Point, 2011

STRATA PLAN 30102

P: 02 7252 7944

E: [buildingmanager@springfieldtower.org.au](mailto:buildingmanager@springfieldtower.org.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 co-ordinate your move with other residents, priority will be given on a first-in basis. Residents can make a reservation by using the amenities calendar on the resident's site through Building Link. Residents must make a lift booking (limited to 2 hours), as well as a loading bay booking if required (limited to 2 hours).

## MOVING TIMES

Residents are only permitted to move on weekdays and are restricted to moving during the following times so that lifts can be available during peak times for residents:

- **Monday to Friday: 9:30am to 3pm**

## ON THE DAY

Residents must report to Building Management on the day so that we can ensure the lift protectors are installed, and then lock the lift for the allotted time frame during the move. Only the right-hand side lift (Lift No 2) may be used to move items through the building and the covers must always be installed beforehand. Once the move is finished, you are required to notify Building Management so that they can inspect the common areas, and return the lift into service for the rest of the building.

## VEHICLE ACCESS & PASSAGE INTO THE BUILDING

### *Passage Into the building*

- No items are permitted to be moved through the ground floor lobby areas; all items must be taken up to the resident level from the basement car park. If a vehicle is parked in the loading bay, items must be taken down the car park ramp to the P1 lifts, and the upstairs from there.

### *Vehicles up to 2.0m in height*

- For vehicles less than 2.0m 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.
- There are also designated loading bays to the left of the driveway as you enter the car park area. This area is only to be used by residents who have booked the area with Building Management. Residents can request the use of a loading bay for a small ute or van, noting that no trucks are permitted to enter the building loading dock or car park.

### *Large Vehicles & Trucks*

- No trucks are permitted to enter the loading bays or car park, larger vehicles must find parking in the back lane, or find street parking nearby.



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### TO MAKE A BOOKING

1. Bookings must be made directly via **Building Link**, which is the online building management system used at Springfield Tower. Once logged in, click on 'Amenity Reservation' which will show you a calendar with any current bookings, click on 'Add New Reservation' and then select 'Move In/Out' and/or 'Tradesperson Parking' if required (bookings must be made separately), and then enter your booking times.
2. If you do not have Building Link log in details, go to the Springfield Tower website, [www.springfieldtower.org.au](http://www.springfieldtower.org.au) and register your details with Building Management by completing the 'Resident Registration' form available from the home page.
3. Building Management will then send you a login to Building Link within 24 business hours.
4. Building management will then confirm your booking within 24 business hours.

Alternatively, for residents that do not want to use Building Link please contact building management via email [buildingmanager@springfieldtower.org.au](mailto:buildingmanager@springfieldtower.org.au) or 02 7252 7994 and we will arrange the booking for you.

### MOVING CONDITIONS & OTHER INFORMATION

- Moving vehicles are only able to park in designated areas as outlined above. Please do not obstruct traffic under any circumstances.
- The lift covers must be used at all times and residents should only use the lift that has the covers up.
- Only 1 apartment 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 unwanted household items (beds, tables, lounges, appliances, etc) to be discarded must be taken down to the household item collection area. This area can be found behind the roller door to the right-hand side as you enter the car park driveway. Please note this area is accessible 7.30am to 4.00pm Monday to Friday. Please do not leave any items anywhere else around the building.