



# 11 RAPHAEL ST LIDCOMBE RESIDENTIAL MANUAL



**mickon**  
CONSTRUCTIONS PTY LTD

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## 1. Introduction

### 1.1 General Local Contact Details

Police		
Auburn Police Station		
Queen Street, Auburn	Emergency Contact	000
NSW 2144	Station Contact	02 9646 8699
Ambulance		
NSW Ambulance Service	Emergency Contact	000
	Bookings Contact	131 233
Fire		
Lidcombe Fire Station		
37 Church Street, Lidcombe	Emergency Contact	000
NSW 2141	Station Contact	02 9649 9102
Hospital		
Auburn Hospital		
Hargrave Road, Auburn	Emergency Contact	000
NSW 2144	Hospital Contact	02 8759 3000

## 2. Moving in Guide

### 2.1 General information

Residents are required to follow moving-in procedures to ensure adequate access to the building and loading facilities, protection of Common Property and minimal disruption to other residents.

Residents or tenants must contact their agent or the building manager in advance of moving in to arrange access to the service area and confirm procedures.

Procedures include:

**Booking a suitable moving-in time:** to ensure loading facilities are available, adequate protection measures are installed in the lift and Common Property, and other residents are not disturbed. All bookings must be scheduled by contacting your agent or building manager at least 48 hours before the move. Any queries regarding your move-in bookings may be made directly with your agent.

**IMPORTANT: Insurance:** ensure your removal company has suitable insurance to cover any damage to Common Property.

**Rubbish removal:** you must ensure suitable disposal (for example; boxes and plastic wrapping are to be broken down and left in the ground floor bin rooms).

**Note:** Residents are responsible for adequately briefing removal contractors to not lean items against any walls in the lobby and take adequate care to avoid damage. The Builder will inspect the lobby for damage prior to and at the completion of the move-in.

**Note:** All general waste and the recycling bins are in ground garbage room, please place these items in the main bin rooms.

The following is recommended for protecting the building & your apartment whilst moving-in:

**Ceilings, walls and doors:** Use common sense and avoid scuffing or chipping ceiling, walls and door frames. Pay attention to avoid damage to thermal detectors, smoke detectors and alarms allocated on the ceilings.

**Flooring: At any stage** DO NOT drag heavy objects across timber or tiled flooring. Use appropriate moving equipment.

As part of the acoustic treatment to the apartments, some areas of tiled and timber floors are laid over an acoustic underlay. As the underlay is flexible, a protective layer of soft fabric & stiff load distribution sheeting (i.e. plywood) should be used when moving heavy furniture and whitegoods over tiles. This will prevent potential damage to the tiles and grout joints.

**Lifts:** Book in with your agent, who will be present to assist with lift access.

The approximate size of the lift carriage is 1,300 mm wide x 1,900 mm deep x 2,400 mm high with the door opening 900 mm wide x 2,000 mm high.

**Front Door:** The approximate size of the apartment front doors is 2,200 mm x 1,100mm in Block A and 2,400 mm x 1150 mm in Block B

Lift Booking Form & Move In & Move Out Form located on the next page.

**11 Raphael St, Lidcombe**

**Lift Booking Form & Move In & Move out Form**

Are you move in or moving out ? : (please circle) Moving In / Moving Out

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_.

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_.

Unit No:

Move In Date:        /        /2023

Move In Time (Please circle)

8am – 11am    /    11am – 2pm    /    2pm – 5pm    /    5pm – 8pm

**Removalists Details**

Company Name: \_\_\_\_\_.

Company Address: \_\_\_\_\_.

Contact number: \_\_\_\_\_.

- I understand that if any damage to common area of the building caused by our moving in activity, I will be responsible for repair cost.
- This booking form must submit to building manager 48hours in advance.
- Removalists trucks are not allowed to enter basement parking area.

Please sign: \_\_\_\_\_.

**You will be notified of confirmation of booking date and time**

Please send this form to [raphael@mickon.com.au](mailto:raphael@mickon.com.au) to book lift.

## 2.2 Loading and Unloading of Goods & Furniture

- All loading and unloading of goods and furniture is to be conducted through the ground floor on Raphael St.
- AT NO STAGE IS ANY LARGE TRUCKS ALLOWED DOWN THE DRIVEWAY. ONLY SMALL TRUCKS.
- Arrange access through the agent or building manager.
- Park the vehicle in your allocated car space
- Goods are to be transferred from the vehicle to the appropriate residential lobby.
- Ensure protective lift curtains have been installed
- All rubbish is to be taken to the area designated for disposal.

Please ensure the instructions and requirements noted in the "**Moving-In Guide**" are advised to the removal company you have selected. All damages to finishes and breakages will require reimbursement to the Owners Corporation of the costs of the repairs or replacement.

## 2.3 Residents Registration Form

It is requested all Residents complete and return the "**Resident Registration Details**" form to the real estate agent at their earliest convenience.

Accurate records are necessary for the safety, security, and administration of the residential building. The information supplied will be kept strictly confidential and for administrative purposes only.

## 2.4 Essential Services Connections

Residents are responsible for ensuring service accounts are connected in their name upon settlement of their apartment.

- **Electricity**

The apartments have been built using Energy Trade for the supply of electricity. To get electricity connected to your apartment you will need to apply formally to Energy Trade electricity supply in one of the following ways:

**On-line:** Visit the website at [energytrade.com.au](http://energytrade.com.au) and complete an application form on- line.

**Over the Phone:** Call 1300 001 255 and speak to the correct department to connect the permanent electricity to your unit.

- **Telecommunications**

The Apartments is an NBN Co. ready building. NBN Co. provides reliable and fast internet services ready for you to connect to a variety of providers. NBN Co. is a Government Business Enterprise that manages the rollout of communication services.

For connections visit the below website <https://www.nbnco.com.au/> or call 1800 687 626

## 2.5 Post Procedures

Regular post will be delivered to the building's designated mailbox areas.

Contact Australia Post on 13 76 78 or visit their website at [www.auspost.com.au](http://www.auspost.com.au) who can arrange to hold and redirect your mail.

Your mailbox is located on James Street next to the driveway entry. You will be provided a key to your mailbox in your settlement package or by your Agent.

## 2.6 Insurances

The owner Corporation is responsible for insuring the building including Common Property and common property contents. Residents are responsible for insuring their apartment (including home and contents). We recommend residents seek advice from an insurance broker. If you are an investor, discuss the option of a landlord's insurance policy.

## 2.7 Building Occupancy Conditions for Tenants

The management of the apartments is governed by the building occupancy conditions for tenants. This must be signed before moving into the building. The purpose of these conditions is to uphold a high standard of safety, security, livability and comfort for the each tenant.

## 3. Common Facilities

The Apartments are electronically secured, which means residents are required to use their secure access cards to gain access throughout the development. A security pass will provide access to the following points:

### 3.1 Common Lobby Entrances

1. Lifts and entries into the building.
2. Carpark Gate
3. With the secure access cards, residents are required to use their apartment entry door key to gain access to their apartments and designated letterbox areas.
4. **Note:** To maintain security, contact the building manager and/ or agent if you are a tenant immediately to report lost security passes, and to purchase replacement and additional passes. If a security pass is lost or misplaced the building manger or agent must be advised immediately.
  - No shoes, trolleys, mats or other items are to be left in the hallways. This is common area and is shared by all residents.
  - Contact agent to advise them if hallway lights are faulty so repairs can be organised.
  - Consider your neighbours and do not hang washing, bedding or any items on the balcony, courtyard areas or anywhere visible from outside your apartment.
  - Do not install anything on the balcony or courtyard walls without first consulting with the strata manager. You may be liable to pay to remove and repair any unauthorised works.
  - Furniture should be kept away from the edge of balconies to prevent

children climbing or standing on them.

### 3.2 Pedestrian Entrances

**Main Entrance:** Swipe the security pass across the reader. The reader is mounted adjacent to the lobby entry and is programmed to recognise a pass upon presentation. Once the pass is recognised, a short beep will sound and the entry door will open automatically.

**Lift:** Push the lift call button. Once inside the lift, swipe the security pass across the reader located on the lift control panel. Once the security pass is recognised, a short beep will sound. Select the required level button to access your apartment.

### 3.3 Storage Areas

Residents have access to their allocated storage cages and shared bicycle racks located in the 5-level basement.

**Storage cages:** Residents with allocated storage cages should take care when storing items and make sure to follow the manufactures instructions when storing flammable items.

Items that are stacked are to remain at the same height of the storage cage height. All storage cages are fixed with a dead latch and can be locked.

No items can be left outside of the storage cages or in car spaces.

**Bicycle Racks:** Residents have shared access to bicycle racks located in the basements.

### 3.4 Residential Parking & Basement

Residential parking is located on B1, B2, B3, B4 & B5. The entry to the residential carpark can be accessed from Raphael Street. The carpark is protected with a security gate which is controlled using a secure access card.

To activate the opening of the security gate: approach the driveway and swipe the card or press the driveway button on the panel for access into the residential carpark.

**Carpark lifts:** Access from the carpark to your apartment is via the three lifts. Proceed via the lifts located in the basements levels, and push the lift call button.

Once inside the lift, swipe the security pass across the reader. When the security pass is recognized a short beep will sound. Select the lift button to travel to your apartment level.

**Note:** Each resident will only be able to access the basement levels, ground floor, their unit level and level 1 & 9 common area.

**Carpark:** Access to the carpark is from Raphael Street and cars are to exit from Raphael Street. To exit, drive to the gate slowly and stop the car on the sensor on the floor. DO NOT DRIVE FORWARD UNTIL THE GATE IS COMPLETELY OPEN. If you drive forward too soon you make risk damage to your vehicle. Maintain the gap between the gate and your vehicle and stay on the sensor until the gate is completely open. The gate will automatically open by itself.

- To maintain security and prevent damage to the roller shutter and other vehicles, 'tail gating' is not permitted through the roller shutter.
- Speed limit is 5km/h.
- Follow all signs and directional marking.
- Be aware of pedestrians at the driveway crossing when entering and exiting the car park.
- Be aware of vehicles exiting.
- Headlights should be on when driving in the car park
- Car parking spaces are identified with apartment numbers. Residents must ensure they park only in their allocated parking space/s.
- Please consider others & park courteously within your allocated car space.
- No residents are permitted to use this area as a storage area.
- Only keep vehicles which are a form of transport within this space.
- Please ensure all leaks from your vehicles are cleared up.
- Do not park in the loading bay or visitor's area.
- If another vehicle is parked in your space, contact the building manager or real state agent.
- There is a height restriction of 2.2 metres in the main area for the majority of the basement.

Note: visitor parking is strictly for visitors only and limited to 24 hour parking.

To maintain security throughout the building, visitor access can only be authorised by a host resident, via the intercom system. Visitor access is restricted to the building entry lobby, lifts and level of the host's apartment.

Note: Ensure visitors are identified PRIOR to providing access to the building.

**Identify Visitor:** There is an intercom at the entrance. The visitor must enter the host's apartment number into the intercom touchpad. This calls the intercom within the host's apartment. By pressing the talk button, the host can speak with the visitor for up to 30 seconds.

**Authorise entry from lobby:** To grant access, the host must press the button with the key symbol on their intercom to unlock the lobby door for the visitor and to provide access to the lifts.

**Exit:** Authorisation is not required for visitors to exit the building using the lifts & main entry. Visitors can exit through the lobby doors without a security pass.

There are a limited number of visitor's parking spaces in the carpark area. Visitors will need to call the resident from the intercom panel at the car park, entry and then proceed to the required lift lobby to go up to their host's apartment.

### 3.5 Pets

Animal is allowed in the unit. Any pet mess, urination or faeces is sole responsibility of the owner. This will result in a \$250 cleaning fee and will be charged to your tenancy.

### 3.6 Fire Procedure

The Owners Corporation is responsible for the repair, maintenance and annual fire certificate of all building fire services, such as fire doors (including your apartment entry door), fire stairs, sprinklers, audible warning system, fire extinguishers, fire hose reels, fire hydrants, smoke detectors, manual call points, emergency lighting, etc.

The building manager or Agent will advise access to each apartment, if necessary, for the annual inspection of these services. Certification on an annual basis must be submitted to Cumberland Council.

What you should take note of as an owner is the following:

- Report all fire events immediately to Emergency Services 000.
  - Note the nearest fire exist toy your apartment.
- 
- In the event of a fire, do not use the lift. Take the fire exist stairs to exist the building.
  - Fire doors must remain closed at all times.
  - When moving in and out take extreme care not to bump, damage or break the sprinkler head on the ceiling of the basement.
  - There must be no storage items within 50cm of any sprinkler head in the basement.

## 4. Apartment Services

### 4.1 Electrical Services

Upon taking up residency you must establish an account with Energy Trade Energy Trade will read the electricity meter and bill for your electricity consumption. The electrical meters are located in the secured electrical meter cupboards in the common areas on each level. Please contact the building manager or agent for the location of meters if required.

Your apartment's electrical switchboard is in one of the kitchen cupboards above the fridge compartment OR behind the door of the bedroom. All lighting and power circuits are protected by circuit breakers at the switchboard. For added personal protection, power points (GPO's) (including those into which appliances are plugged) and lighting circuits have a residual current device safety switch.



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

- Isolate/ turn off all GPO's and lights and unplug all appliances.
- Reset the safety switch.
  
- If the safety switch cannot be reset, contact a licensed electrician as a fault exists with either the wiring or the switch itself.
- Turn on the GPO's one at a time or until the safety switch activates. If it activates you have located the faulty outlet and should contact a licensed electrician.
- If the safety switch does not activate after carrying out point above, plug your appliances back into GPO's one at a time or until the safety switch activates. When it activates you have determined the cause of the fault. Take the faulty appliance to a qualified service centre.
- For safety reasons, ensure an adequate air space is left around the apartment switchboard.
- Do not store items in front of or in contact with the switchboard.
- A licensed electrician must be engaged to locate and repair any fault with the power supply or the switchboard.

## 4.2 Water Services

In the event of a water leak, turn off the water supply to your apartment; use the shutoff valves located either near the front entry door on the ground floor or below the laundry tub for the remainder of the units. There is also a secondary shutoff valve located in the water services cupboard in the lobby of your level. This has to be coordinated with the agent or Building Management.

To aid water conservation, and in accordance with planning regulations, flow control tapware, dual flush toilets, and pressure-controlled shower heads have been installed. To ensure the balance of the building's hydraulic system is not compromised, a licensed plumber must be engaged to locate and repair any fault with the water supply, or repair or replace any fitting such as a tap or showerhead.

### 4.3 Air Conditioning Systems

A Fujitsu ducted air-conditioning unit or split system is provided.

Note: repair plus maintenance is the responsibility of the unit owner.

### 4.4 Telephone, Fax and Internet

All apartment come equipped with a high speed open network fiber connection and phone/fax/internet connection points. These connection points can be used for connecting telephones, faxes, or computers. Residents will need to contact a provider to obtain phone and internet services.

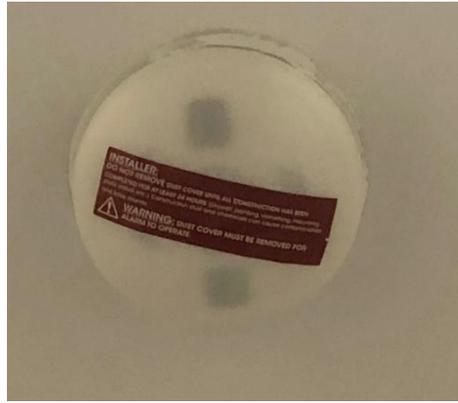
### 4.5 NBN co

NBN Co. panel is located in the bedroom wardrobe. The panel allows for the installation of a wireless router for Wi-Fi connectivity. Ensure this panel has adequate ventilation and is not covered by items so that overheating can be prevented. Ensure any contact with moisture is avoided



### 4.6 Smoke Detector

The apartment provides self-contained smoke alarms and are generally located on the ceiling outside the bedrooms. Ensure that you replace the battery at least once a year.



#### 4.7 Building Defects

Apartment and common area defects should be reported to the agent via email to ensure any issues are resolved in a timely manner by the necessary trades.

All apartment defects are to be logged and sent to [dean@mqrealty.com.au](mailto:dean@mqrealty.com.au)

#### 4.8 Building Works

Requirements or restrictions that if not adhered to will make you liable for the cost of returning the area to its original state.

- Do not install a dead latch hole. If you fail to meet these requirements, you will be liable to pay for a replacement door.
- Contractors are to remove all waste at their own expense and must clean any areas that may have been affected whilst carrying out any work.
- Residents are responsible for the individual tradesmen, removals, and visitors. Damage caused by them will be the responsibility of the resident and any repair costs will be passed on.

### 5. Security

11 Raphael Street is a high security building with cameras located on each floor, all areas of the basements, lifts and common spaces. Any illegal activity including rubbish dumping will not be tolerated. The building will be policed appropriately to ensure a high standard of living environment for all.

## 6. Manuals and Warranties

Manuals and warranties off items are located within the appliance/ items or within the kitchen draws. If you lose these manuals or warranties, please contact the agent via email and we will get in touch with a copy of either. The email is [dean@mqrealty.com.au](mailto:dean@mqrealty.com.au)

## 7. Maintenance

### 7.1 General Maintenance

It is the owner's responsibility to maintain their apartment and to organise all maintenance and repairs required.

### 7.2 Appliances

Each apartment has the below appliances installed.



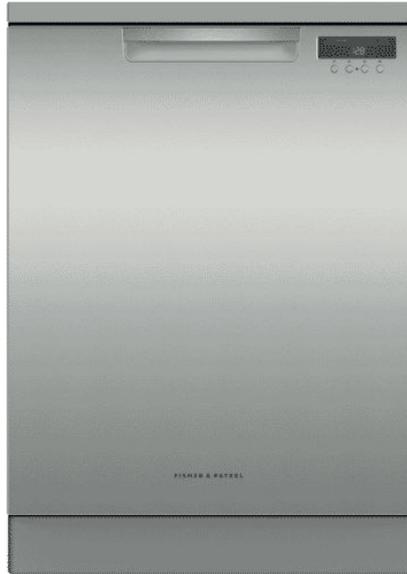
Fisher & Paykel Oven



Fisher & Paykel Electric Cooktop



Fisher & Paykel Rangehood



Fisher & Paykel Dishwasher



Fisher & Paykel Dryer

## 7.3 General Apartment Maintenance

### **Floor Wastes**

Inspect floor wastes within your apartment every six (6) months, for blockages and debris build up. This includes floor wastes to the internal wet areas, balconies and external terraces. A licensed plumber should be used to unblock any drains.

Pour a bucket of warm water down the floor wastes in the laundry and bathrooms every two (2) months. This will avoid odors occurring within the apartment.

### **Pest Control**

An inspection of your apartment by an appropriate pest control services contractor is recommended every 12 months or as required.

### **Paint**

Most marks can be removed with a clean damp cloth. Use a diluted sugar soap mix if necessary.

Avoid excessive 'scrubbing' and the use of scourers of any type, as this may alter the finish of the surface.

Many paint varieties, as well as adhesives, carpets and sealants use chemicals called Volatile Organic Compounds (VOC), which are low level toxins.

When found in high concentrations, these chemicals can cause adverse health impacts, such as headaches and breathing difficulties.

Paints used in your apartment have a low VOC content, which means they have less odor than traditional paints and contribute to better indoor air quality. To further improve indoor air quality, your apartment should be adequately ventilated by opening doors and windows, particularly during and after use and/or installation of products containing VOCs.

If you are repainting your apartment, installing carpet or using products such as sealants and adhesives, look for low or no VOC products, which will improve the air quality in your apartment.

## Joinery and Benchtops

The bathroom and kitchen joinery and fitted benchtops are made fit for purpose. Do not stand or sit on them.

## External Aluminium Doors and Windows

Aluminum windows and sliding doors have a powder coat finish which should be cleaned and maintained regularly to ensure the decorative and protective properties of the coating are retained. Cleaning and maintenance of the product as a whole (glass, aluminum, hardware and all accessories) should be undertaken as a minimum every three (3) months to remove airborne deposits such as salt, atmospheric pollution and dirt.

**Note:** Evidence the above maintenance has been completed must be recorded in detail/ in writing progressively as work is carried out or the warranty may be voided.

## Glass

- Cleaning should be undertaken as a minimum every three (3) months.
- Use only cleaning materials free of grit and grime to avoid scratching and marking of the glass surface.
- Use detergents and cleaning solutions recommended for. Mild detergents are preferred.
- Do not use scrapers or scour pads.
- Minimise time with the cleaning solution & rinse afterwards with fresh water.
- Do not use liquids like hydrofluoric acid which will erode the glass. Solvents such as ethanol, ketone, ester etc. will affect adhesion of the PVB in the laminated glass and it could also affect the optical performance of the glass.
- To clean powder coated aluminum frames:
- Remove dust with a wet sponge (rather than risk micro scratching by dry dusting)
- Remove any marks by using warm water and a mild detergent or mineral turpentine
- Wash and remove powder deposits from the powder coating surface using a soft bristle brush

- Cleaning should be undertaken as a minimum every three (3) months.
- Do not use abrasive cleaners; harsh solvents (including window cleaner or industrial strength solvents or solvents recommended for the removal of sealant or mastic), scouring pads or other harsh materials such as powder-based cleaning products as these may scratch the finish. Always test a small discrete section of a frame to confirm the suitability of the cleaning agent. This will ensure minimal or no damage to the powder coat colour or surface.

To clean handles and locks:

Dirt and grime should be regularly removed with a soft damp cloth. A solution of mild soap and water may be required.

During cleaning, care should be taken to prevent cleaning solution from entering the cylinder keyway. Surfaces should be dried and lubricated.

**Note:** Window furnishings are not to be mounted on any part of the aluminum door or window frame.

Any damaged windows and sliding doors can only be replaced by the Owners Corporation in accordance with the originally installed specifications and materials. It is recommended you perform visual checks for scratches, dents or other damages to glass. If you notice the glass is damaged, report this issue to the building managers and agent immediately.

Any failure in glass must be reported immediately to enable the product to be examined to determine cause of failure. If failure of the product is not notified within 7 days of failure, the occupant may be deemed to have waived all rights under the warranty.

### **Internal Glass: Shower screens and mirrors**

To clean glass and mirrors, use clean water with mild soap, diluted methylated spirits, glass cleaner or a slightly acidic (vinegar) cleaning solution on a soft, lint free, damp cloth or chamois.

### **Internal Doors and Hardware**

Always apply the cleaner onto the cloth first and not directly onto the glass. Damaged glass and mirrors cannot be repaired and must be replaced by an experienced glazier

To maintain a high level of function, door hardware must be free from dust and grit. All components can be cleaned with a soft damp cloth every 3-6 months:

- Tighten fixing screws
- Re-align strike plates
- Lubricate internal mechanism with an aerosol lubricant
- Lubricate "sticky" locks with dry powder graphite sprinkled on the key

Maintenance of all hardware and fittings are to be undertaken by a qualified tradesperson.

### **Tiles: Floors and Walls**

- Clean weekly or as applicable to remove stains and other spills.
- Test a small inconspicuous area first
- Rinse well with clean water afterwards
- Avoid high concentration of cleaners for prolonged periods of time

Due to constant use of shower areas, tiled surfaces need a different cleaning procedure to remove hard water deposits, soap scum and body oils that buildup. To avoid extra heavy cleaning, weekly cleaning is advised to maintain a level of hygiene and to remove dirt before it builds up into hard deposits. Hard water deposits can be eliminated by a solution of white vinegar and water. A plastic scouring pad is most useful for this kind of cleaning.

With the damp nature of shower recesses, bacteria and mold can develop where there is little ventilation. Mold can be removed by spraying or wiping with chlorine bleach such as White King. This should be allowed to stand for 5 minutes and later rinsed with clear water. Caution should be used when using bleach and should never be mixed with ammonia. To avoid damage to tiles or discoloration to silicon sealants in wet areas do not use harsh chemicals or abrasive cleaners. Silicon sealants should be cleaned with soapy water only. Steel wool pads should not be used as they may leave steel particles which can rust and leave brown stains. Use protection caps on any furniture items placed on tiles to reduce the likelihood of damages and scratching.

## **Stainless Steel: Kitchen sinks and Laundry Tubs**

Cleaning should occur on a regular basis to prevent tarnishing. To clean, wipe with a soft damp slightly soapy cloth, let dry and wipe with a dry cloth. Always wash and wipe with the grain of the stainless steel to avoid scratching.

To protect from staining after cleaning with a chemical cleaner or coming into contact with food acid, wash down with fresh water. To brighten, use a non-abrasive cleaner or specialist stainless steel product. Do not use steel wool, abrasive cleaner, or oil based cleaners.

## **Laminate PVC Timber Flooring**

### **CARE AND MAINTENANCE INSTRUCTIONS FROM SUPPLIER**

A high-quality, prefinished laminate pvc flooring product that will not require any special treatment directly after installation. It is important to note that regular care and maintenance responsibilities are required to better preserve your floor. If you follow these general cleaning and required maintenance guidelines your new floor will perform as intended for many years to come.

- **Do not expose laminate flooring to direct sunlight, please use sun blinds or window / door coverings to protect the laminate flooring from excessive heat exposure.**
- Daily cleaning should be done with a vacuum cleaner, static mop or a smooth floor-broom. Any sand or dirt should be immediately removed because they can cause scratches and damage the floor surface. Please ensure no metal screws or sharp edges are evident on the vacuum head. Water or food spillage should be wiped or cleaned up as soon as possible.
- Whenever necessary, the floor surface can be cleaned with a well-rung damp-dry mop. Do not use conventional household cleaning solutions and detergents, they are abrasive and will damage the surface coating. Never use traditional wax or steel-wool on your laminate floor. PH neutral cleaning solutions are required, please observe and follow manufacturer's instructions.

- It is vitally important that you affix felt strips or suitable protection under any furniture-bases, chair-legs and commonly movable objects. At entry points and for high traffic areas the use of floor mats to remove entry grit and dirt is recommended and will be very useful to help preserve your floor surface coating. **Do not drag or push heavy items across the surface of the laminate floor.**
- **Roller or castor chairs should not be used directly on the floor surface.** Protective mats must be placed on the floor surface.
- Additional surface coatings are not required for your pre-finished laminate floor. Once installed its ready to walk on.
- In case of any plank damage on the surface (e.g. by furniture movement etc.), it is possible to remove damaged planks by pulling up the surrounding area and re-fitting a new plank. Professional advice and assistance from a qualified installer or specialist retailer could assist if the situation arises.

## 8. Waste

The waste rooms is located in Ground floor and labelled clearly for use. Each is tenant is to take their rubbish in the lifts and down to the ground floor area waste rooms. There are NO garbage rooms or cupboards in the hallways on the upper levels. This done for the cleanliness and smell of the building.

All cardboard boxes and large bulky waste items are to be taken down to the ground floor garbage and under no circumstance shall waste be left anywhere else throughout the building.

### 8.1 Collection of Waste

Bins will be transported from the Bin rooms to the bin collection areas by the Caretaker and will be collected by Council on a weekly basis. Waste and recycling bins will be returned to the individual waste rooms located in the garbage room on the ground floor.

## 8.2 General Waste

What you should put in your rubbish bin:

- ✓ Plastics bags and garbage bags
- ✓ Disposable nappies
- ✓ Plastic and food packaging
- ✓ Non-recyclable items
- ✓ Food scraps
- ✓ Small broken household items

What not to put into your rubbish bin:

- X Recyclable items
- X Garden vegetation
- X Hazardous waste and medicines, motor oil and paint
- X Car batteries, or mobile phone batteries
- X Community Sharps, such as lancets, syringes and needles
- X Computers, TV's, or any other electronic waste

## 8.3 Recycling Bin

### What you can recycle

- ✓ Paper and cardboard - including newspapers, magazines, brochures, office paper, envelopes, cardboard boxes (no waxed fruit boxes).
- ✓ Flatten cardboard boxes; no waxed cardboard boxes or pizza boxes.
- ✓ Glass jars and bottles (clear, brown and green glass).
- ✓ Milk and juice cartons.
- ✓ Aluminum cans.
- ✓ Steel cans and steel aerosol cans (no lids).
- ✓ Rigid, disposable plastic containers.

### What not to put into your recycle bin:

- X Household rubbish, food scraps and nappies.
- X Clothing, food and textiles.
- X Garden vegetation.
- X Crockery, ceramics, porcelain, light globes, window glass, frosted glass and mirrors.
- X Waxed cardboard boxes.
- X Pizza boxes and paper soiled with food scraps.
- X Oil and paint tins.
- X Chemicals and hazardous materials.
- X Syringes.
- X Liquid.
- X Plastic bags or Foam.