

## LIFT BOOKING FORM for MOVING / APARTMENT RENOVATIONS

*(To be completed at least 48 hours before the lift booking is required)*

**(Return completed form to Building Manager at office or email: [info@mymacleay.au](mailto:info@mymacleay.au))**

Apartment no.:	Resident name:
Resident mobile no.:	Resident email address:
Lift Booking Reason: Moving In / Out / Renovation / Other (Circle one)	If Other - Reason:
Contractor details:	Contractor name/s and mobile no/s:
Executive Committee approval obtained for renovations/building works: Yes / No (Circle one)	Requested date/s for the lift booking: (Monday to Friday only and not on public holidays)
Requested start time for lift booking: (Must be after 9.00am)	Requested end time for lift booking: (Must not be later than 4.00pm)
<p><b>The following conditions apply to all lift bookings and moving/renovations/building works undertaken in Macleay:</b></p> <ul style="list-style-type: none"> <li>Deliveries and loading/unloading may only occur between the hours of <b>9:00 am and 4:00 pm, Monday to Friday</b>. Moving / renovations / building works / deliveries /loading / unloading are not allowed to take place on weekends and public holidays.</li> <li>Residents must ensure that their contractor holds public liability and workers' compensation insurance.</li> <li>Lifts must be booked with Building Manager at least <b>48 hours</b> in advance, but it is strongly advisable that bookings be placed as far in advance as possible as only one booking is permitted in the building per day. Residents and/or their contractors who arrive without a prior booking may be refused access.</li> <li>At the time of placing the lift booking this form is to be submitted and a <b>\$500.00 holding deposit</b> paid (fully refundable after the lift booking/renovations/building works is complete, all conditions have been adhered to, and no damage has been done to the Common Property). You can either pay cash to the Building Manager or <b>EFT to: Macleay Property Trust BSB: 124-094 Account: 23363051 Ref: Apt # Lift Booking</b>. If paying by EFT, please forward a copy of the EFT payment confirmation to the Building Manager.</li> <li><b>The lift booking will be automatically cancelled if contractors have not arrived by 3:00 pm sharp on the day, and no reason for this has been provided to the Building Manager.</b></li> <li>Building Manager must complete an inspection report (on the next page of this form) that is signed by the resident before contractors can be permitted to commence lift moving/loading/unloading and renovations/building works/deliveries.</li> <li>Only the assigned lift, whose interior walls are to be protected by supplied curtains/pads and a carpet mat laid on its floor, is to be used. Residents are responsible for any damage caused to the Common Property by their contractors, including lift breakdowns caused by improper lift usage (e.g. overloading) or use of a non-assigned lift.</li> <li>Movers/contractors must not use the main foyer front entrance of the building.</li> <li>Residents should organise access to the car park and an appropriate car space for their contactors.</li> <li>Building materials/rubbish must not block entry or exit pathways at any time.</li> <li>All unused building materials/rubbish must be taken away by the contractors. Failure to remove and/or dispose of this may result in tipping fees being charged to the resident or deducted from the holding deposit.</li> <li>No rubbish or boxes are to be left in the corridors, fire stairs or on the floors of the garbage chute rooms. Contractors must ensure that lifts and common area corridor/s have been vacuumed before leaving the building. All common areas must be left in a tidy condition on completion of the lift booking/renovations/building works.</li> <li><b>Contractors/residents must ensure that smoke alarms are not set off due to renovation dust encroaching on these areas. Contractors/residents will be liable for the fire brigade call out fee if alarms are activated.</b> Contact the Building Manager to isolate alarms as required.</li> <li>Building Manager will conduct a post lift booking/renovations/building works inspection before the holding deposit is refunded.</li> <li>All relevant Macleay By-Laws will be complied with.</li> <li><b>The directions of the Building Manager must be followed at all times.</b></li> </ul>	
<p>I hereby declare that I understand and agree to the above conditions. Furthermore, I understand that the information I have provided on this form may be stored in hard copy and/or electronic format, accessible to the Building Manager and Committee. Details of the lift booking/contractors may also be shared with the Strata Managing Agent to comply with the By-Laws.</p>	
<p>Resident name: _____ Signature: _____ Date: _____</p>	
<b>OFFICE USE ONLY</b>	
<p>Date form received: _____ Processed by: _____ Request accepted and entered into booking system: Y / N (If N, state reason for denial: _____)</p>	

## INSPECTION REPORT

Inspection Criteria	Pre-Lift Booking			Post-Lift Booking		
	Yes	No	Details	Yes	No	Details
Lift Key received / returned						
Apartment door and architrave in good condition?						
Corridor flooring on apartment level in good condition?						
Corridor walls on apartment level in good condition?						
Corridor ceiling on apartment level in good condition?						
Ground and Lower Ground level lobby floor in good condition?						
Lift doors in good condition?						
Lift interior in good condition?						
Lift floor mat laid / removed?						
Lift protective pads erected / removed?						
<b>Holding Deposit</b>	Amount received: \$			Amount returned: \$		
<b>Building Manager to complete</b>	Name: Signature: Date: _____ Time: _____			Name: Signature: Date: _____ Time: _____		
<b>Resident to complete</b>	<i>I understand that any damage to Common property resulting from the lift booking/renovations/building works will ultimately be my responsibility, and that I will be held fully liable for such damage. The holding deposit I have paid will also not be returned until the Building Manager has assessed the cost of any required repairs.</i>			<i>If any damage caused to common property, description of incident and damage caused (write "NA" if not applicable; attach additional sheet if necessary):</i>		
	<i>I also warrant that the contractor(s) whose services I have engaged to assist with my move/ renovations / building works hold the appropriate public liability and workers' compensation insurance.</i>					
	Name: Signature: Date: _____ Time: _____			Name: Signature: Date: _____ Time: _____		

Resident - If the holding deposit was paid by EFT, please provide the banking details you wish the refund to be paid to:

Account Name: \_\_\_\_\_ BSB: \_\_\_\_\_ Number: \_\_\_\_\_