

MONUMENT

LIFT BOOKING AND APARTMENT RENOVATIONS/BUILDING WORKS FORM (To be completed at least 48 hours before the lift booking is required)

Apartment no.:	Resident name:
Resident mobile no.:	Resident email address:
Contractor details:	Contractor name/s and mobile no/s:
Executive Committee approval obtained for renovations/building works: (Circle one) Yes / No	Requested date/s for the lift booking:
Requested start time for lift booking: (Must be between 9.30am and 1pm)	Requested end time for lift booking: (Must not be later than 4.00pm)
<p>The following conditions apply to all lift bookings and renovations/building works undertaken in Monument:</p> <ul style="list-style-type: none"> • Deliveries and loading/unloading may only occur between the hours of 9:30 am and 3:30 pm, Monday to Friday. Renovations/building works/deliveries/loading/unloading are not allowed to take place on weekends and public holidays. • Residents must ensure that their contractor holds public liability and workers' compensation insurance. • Lifts must be booked with Concierge at least 48 hours 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. • At the time of placing the lift booking this form is to be submitted and a \$500.00 cash holding deposit 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). • The lift booking will be automatically cancelled if contractors have not arrived at Monument by 1:00 pm sharp on the day, and no reason for this has been provided to the Concierge. • Concierge 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 loading/unloading and renovations/building works/deliveries. • 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. • Residents should organise access to the car park and an appropriate car space for their contractors. If the Concierge has been notified well in advance a loading bay car space may be available, however, there are no guarantees. The loading and car wash bays must never be used by contractors without obtaining prior permission from the Concierge. • The Concierge will open one of the roller door shutters to the car park, and all building materials/deliveries must be loaded/unloaded to the lifts on the Basement level. No building materials or other deliveries are allowed through the main foyer or Lower Ground level lift lobby, under any circumstances. • Building materials/rubbish must not block entry or exit pathways at any time. • 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. • 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. • Contractors/residents must ensure that smoke alarms in the common area corridors 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. • Concierge will conduct a post lift booking/renovations/building works inspection before the holding deposit is refunded. • The directions of the Concierge and Building Manager must be followed at all times. 	
<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 Concierge. Details of the lift booking/contractors may also be shared with the Strata Managing Agent to comply with the Monument By-Laws.</p>	
<p>Resident name: _____ Signature: _____ Date: _____</p>	
OFFICE USE ONLY	
<p>Date form received: _____ Processed by: _____ Request accepted and entered into booking system: Y / N (If N, state reason for denial: _____)</p>	

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