

TRADES STAFF INFORMATION

The following should be explained to your trade's staff please:

Instructions for Trade Workers at Boyd / Palladio / Sant 'Elia complex:

- Building Manager's contact details –Tel: Marc 0439 909936 Email: rm@30newquay.com.au
- Lift access for your work/tools/carpet/floor boards/rubbish etc is from 9am to 3pm sharp. No lift access is available to tradesmen either before or after this time;
- Carpet & timber floor layers, tilers, carpet steam cleaners & other tradesmen – if you suspect that you may trigger the smoke alarm and cause a false MFB response – **YOU** or the **OWNER** must contact Melbourne Fire & Maintenance (MFM) to isolate the fire panel before commencing those works. The Fire panel must be un-isolated by MFM after works that day. Please note: This is a cost borne by the owner or the tradesperson and is not paid for by the Owner's Corporation. The Building Manager will NOT isolate the fire panel. If you trigger a false alarm - the approximate cost is \$5,500 to you. MFM can be contacted on 1300 001004 to organise the isolation etc;
- First Aid – the Building Manager's office on the ground floor near the main car park entrance is a First Aid point;
- Access to the car park & complex – please see the apartment owner and have them provide access swipes/remotes/apt keys. The Building Manager will NOT supply them to you;
- Parking – parking is only permitted in the owner's bay and not someone else's bay. The apartment owner is not to park then in someone else's bay;
- Car park access height is 2m – no high vehicles i.e. vans with roof racks accepted;
- Insurance – you must have Public Liability Insurance to undertake works on site – pls provide;
- Materials & equipment to be placed in the apartment and not left in the hallway at all;
- No power cords run along the hallway to common area power points;
- Hot work permit – please see the Building Manager for this form and how to obtain approval to undertake these works i.e. welding;
- If the work you are performing work that requires a SWMS – please provide SWMS to the Building Manager before commencing;
- Drilling into common area concrete walls/floor/ceiling – please speak with the Building Manager before you undertake this work;
- Noise – cannot commence before 8am. Must conclude at 6pm sharp;
- Noise – working on concrete with machinery causes the sound to travel to other apartments – be considerate;
- Noise – no loud radios or heavy bass permitted during their work nor singing at the top of their voices to the radio – be considerate;
- Apartment door cannot be left open during the works;
- Dust & smoke – dust and smoke from cutting / sealing works can set off the smoke alarms in the apartment – if you set off an alarm – **DO NOT** open the apartment door or you will set off the main smoke alarm to the MFB (usual cost for this exceeds \$6,500 to the owner);
- This list is not all you should consider whilst on-site – remember, this is not a building site – it is a residential tower;
- Safety and security is paramount whilst at this complex;
- Either your tradesmen or yourself must clean up the common area / the lift if any mess is made at all. If they do not – the Lot Owner will be charged a fee for cleaning;
- **And lastly – do you have approval for these works from Propis Strata Managers?**