



STRATA PLAN 92831

2-6 Goodwood St, Kensington NSW 2033

P: (02) 7257 3989

E: management@thechelseakensington.com.au

W: www.thechelseakensington.com.au

MOVING INSTRUCTIONS

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, co-ordinate your move with other residents. Priority will be given on a first-in basis.

MOVING TIMES

Residents are currently permitted to move 6 days a week during concierge hours:

- Monday to Saturday: 8am to 4.30pm

MOVING PROCESS

The Chelsea has one lift in each building meaning only one resident can move into the building at any one time. Moving is only permitted during the designated hours.

Unfortunately, there is no loading bay at The Chelsea, making it best to park trucks on Goodwood St (Buildings A and B) or Ascot St (Buildings B & C), depending on the building you are moving into. The carpark is only 1.95m in height, and residents are welcome to use the visitor parking in order to move in.

Lift Sizes

Please be cognisant of the size of the lift when scheduling your move to ensure your items can fit into the lift. The dimensions of the lifts are:

Opening door 2100mm x 1000mm

Inside Car Height 2295mm

Inside Car Width 1400mm

Inside Car Length 1895

BOOKINGS

Residents must book their move to ensure the lift is reserved.

BOOKING PROCEDURE

Bookings must be made at least **48 hours** prior to your move and residents can make a booking be either contacting Building Management or using the online booking portal accessible via the





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Building Link platform. For security purposes residents must have their details registered with management for a booking to be accepted.

To register your details with management and make a booking using the online system:

1. New Residents: Notify Building Management of your contact details by completing the 'Resident Registration' form available on the home page of the building's website (www.thechelseakensington.com.au).
2. Building Management will confirm your details and then send you a login to Building Link, the online management system used to manage bookings and run the building. Access to Building Link is also available via the home page of the building's website.
3. Login to Building Link and go to the Amenity Reservations tab, choose the type of reservation you are wanting to make: Lift / Loading Dock. You will be able to see the moving times that are available, make a booking at the applicable time.
4. Management will confirm your booking and the moving process as outlined in this document.

ON THE DAY – COMMENCING YOUR MOVE

Should you have any questions regarding the day of your move, please contact Building Management on 02 7257 3989.

Once you have completed your move, Building Management will carry out an inspection of the area to ensure no damage has been done.

Please refer to the below moving conditions that must be adhered to when carrying out your move:

MOVING CONDITIONS & OTHER INFORMATION

- Trucks and other vehicles are only able to park in designated areas as outlined above. Please do not obstruct traffic under any circumstances.
- Only 1 apartment is permitted to move at a time.
- Where possible, residents are to move items through the carpark levels.
- 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; items must be disposed of properly.
- Any large items to be discarded must be taken down to the main garbage collection area, please do not leave items around the complex.
- Paths of transit such as the lifts, hallways and car park / loading dock must be suitably cleaned post move so that they are clean and tidy, this includes vacuuming the lift and hallway floors.

