

AVANTI
APARTMENTS



Commercial Information Pack

November 2018



CONTENTS

WELCOME	1
CONTACTS	2
SECURITY	2
SECURITY GUARD	2
SECURITY SWIPE CARD	2
BUILDING ENTRY & EXIT – COMMERCIAL SUITE EMPLOYEES	3
BUILDING ENTRY & EXIT - VISITORS	3
VIDEO SURVEILLANCE	3
GATE ENTRY	3
SMOKE ALARMS	4
EVACUATION	4
FIRE EXTINGUISHERS	5
WORK HEALTH AND SAFETY	5
MOVING IN AND OUT	5
HEIGHT LIMITS	5
BOOKING MOVE IN AND MOVE OUT	5
FACILITIES	5
POOL	5
SPA	6
SAUNA	6
GYM	6
SHOWERS	6
BARBEQUE	6
GARBAGE AND RECYCLING	7
GARBAGE	7
LARGE ITEMS	7
SIGNAGE	7
LETTER BOXES AND SUITE DIRECTORY	7
SHOP AND SUITE SIGNAGE	7
PARKING	7
RENTING OUT COMMERCIAL CAR SPACES	8
CAR WASHING	8
WINDOW CLEANING	9
AFTER HOURS CONTACTS	9
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WELCOME

Welcome to the Avanti Apartments development.

The complex is a secure, modern, high rise strata development of two tower blocks, underground parking, commercial operations (including a pre-school), pool, spa, sauna, gym and barbeque and grassed area. There are nearly 200 residential apartments and over fifty commercial shops and suites.

The complex has a Building Manager who works five days a week and a security guard is on duty at all other times.

This Commercial Information Pack has been developed to provide information to make working in the complex easier and to provide a reference for the future. This document will be updated when any changes occur and will be made available to all commercial shops and suites as an electronic PDF file. This information is in addition to the By-Laws that can be downloaded from the Avanti Website (www.avantiapartments.com.au).

In any large complex it is important that residents and those working in it all co-operate to make everyone's lives as pleasant and comfortable as possible. The By-laws help to achieve that and they are included in this document. It is recommended that all those working in the complex are familiar with them and the additional information included here.

We know you will enjoy working in the beautiful and convenient Avanti Apartments.

The Strata Committee
Strata Plan No 78122





CONTACTS

Building Manager – Irmina

Address: 510/90 George St. Hornsby NSW 2077
Phone: 9476 5016 (phone diverts to security after hours)
Email: avanti@transparentfm.com
Hours: 8:00 am to 3:00 pm - Monday, Tuesday, Thursday, Friday, Saturday
To call from the building entrance intercoms: 5555

Security

0419 144 520 (When the Building Manager is not on duty)

Strata Manager

Address: PO Box 250, Darlinghurst NSW 1300
Phone: 1300 001 991
Email: chris@yourlocalstrata.com.au

Building 1

Address: 90 George Street, Hornsby NSW 2077

Building 2

Address: 1C Burdett Street, Hornsby NSW 2077

SECURITY

SECURITY GUARD

A security guard is on duty at times when the Building Manager is not in attendance. The Building Manager or the security guard should be advised of any problems in the complex so they can be logged and dealt with appropriately.

Security or the Building Manager must be advised if emergency services have been called to the building and will give them entry.

SECURITY SWIPE CARD

The development is secured using a swipe card entry system. A swipe card is required to enter the car park; enter the foyer; enter the pedestrian gates in Hunter Lane and Burdett Street; and to operate the lift (other than when travelling to Level 5 which is Ground Level).



BUILDING ENTRY AND EXIT – COMMERCIAL SUITE EMPLOYEES

To enter the building swipe your card at the left hand side of the foyer door where the intercom is located or, when driving swipe your card at the entry to the car park. Your security card gives you access in the lift to your suite's level and the car park levels (P1, P2, P3 and P4). No card is needed to go to Level 5 (Ground) or to exit through the foyer.

All people going to the commercial suites must use the dedicated commercial lifts. In the foyer the lift is on the far right. This lift travels only between P3 and Level 7.

BUILDING ENTRY AND EXIT - VISITORS

Visitors to the building must buzz the suite they are visiting using the intercom system. They punch in the suite number and then the bell symbol. The intercom will then buzz in the suite. To admit the visitor the key symbol on the intercom is pressed. This will open the entry doors and will allow the visitor to access the lift to the suite. Please advise them to use the dedicated commercial lift.

The same type of system is used to allow visitors to enter the car park (located on the right hand side of the driveway) however they must buzz again at the lift as buzzing them into the car park does not give lift access. Please ensure that visitors using the car park are aware that there are two buildings in the development and they must be careful not to use the wrong set of lifts.

Visitors leaving the building do not need to be swiped to Level 5 (Ground) and can exit the building through the foyer doors that operate automatically.

Visitors using the car park will have to be swiped to the appropriate car park level and must contact the suite from the security intercom near the garage door so they can be buzzed out.

VIDEO SURVEILLANCE

Most common areas of the development, including the lifts, are continually monitored and recorded on CCTV for the security purposes.

GATE ENTRY

There are gates in Burdett Street and Hunter Lane for pedestrian entry. They are opened using the swipe card.



EMERGENCY PROCEDURES

SMOKE ALARMS

Shop/Suite Smoke Detectors

All shops and suites are fitted with a smoke detector. They are hardwired into the electricity and have a 9 Volt back up battery. The battery should be replaced annually. The smoke detector will begin to beep when the battery is becoming flat. As part of the annual fire inspection access is required to all suites and shops to check the smoke detector. All commercial businesses will be informed well in advance of these inspections.

If the smoke detector is set off for minor cooking smoke or other non-emergency reasons in commercial premises it will activate a full emergency evacuation of both buildings and you may be liable for the false alarm call out fee imposed by the Fire Brigade.

In a fire emergency in the suite or shop leave immediately following the evacuation procedure. Ring 000 and advise the Building Manager or security.

Common Area Smoke Alarms

The common area smoke alarms also activate a full emergency evacuation.

EVACUATION

Evacuation procedures are posted on all floors.

The development is equipped with an automated evacuation alarm. The alarm includes both a siren as well as a recorded voice notification.

In the event of an evacuation everyone in both buildings is required to leave via the fire stairs. The lifts must **not** be used during an evacuation. The fire stairs have a system that automatically pumps air into the fire stairwell during an evacuation to prevent smoke entering the stairwell. This may make the fire doors feel heavier than usual when opening them.

People who are unable for any reason to descend via the fire stairs should dial 000 to inform the emergency services of their location and remain in that location.

The evacuation point is in Hunter Lane in the area between the two buildings. Everyone should wait there until the evacuation sirens stop and/or as directed by the Fire Service, Building Manager or building security.

The fire evacuation system is tested monthly, usually on a Wednesday.



FIRE EXTINGUISHERS

Each shop and commercial suite has been supplied with a fire extinguisher. The occupier is required to keep it safe and accessible. Should it go missing the owner/occupier will be responsible for the cost of a replacement.

WORK HEALTH AND SAFETY

Avanti is a full WHS development. All contractors and tradesmen are required to provide evidence of licences and insurance (as applicable) to the Building Manager prior to commencing any work in the buildings. They must also complete the required WHS induction.

MOVING IN AND OUT

HEIGHT LIMITS

The height limitation for the entrance to the car park is 3.4 m. On all car park levels the maximum height is 2.1 m.

BOOKING MOVE IN AND MOVE OUT

Moving furniture in or out through the foyers is prohibited.

Moving in or out of the building **must** be booked with the Building Manager or security at least four (4) days prior to the move. This allows for padding to be placed in one of the building elevators to prevent damage to the panels. One elevator will then be allocated for exclusive use during the move in/out period.

Moving may commence no earlier than 9 am and must be completed by 4 pm Monday to Friday and 9 am to 1 pm on Saturday. Moving in or out is not permitted on Sundays.

FACILITIES

POOL

The heated pool is located on Level 4 close to the garage entry. Access is by swipe card.

All children must be accompanied by an adult. There is no running or jumping allowed in the pool area.



The shower in the pool area is to be used prior to entering the pool or spa. This is so body oils, lotions, shampoo etc are removed as they will interfere with the efficient operation of the pool filtering system.

Pool Hours: 5 am to 11 pm daily

SPA

The spa is located inside the pool area on Level 4.

The spa is operated by a button near the door and has an emergency stop button. Long hair should be confined when using the spa.

SAUNA

The sauna is accessed from the pool area.

It is operated by pressing the white switch located on the outside of the cabin on the right hand side. A light will show that the sauna is operating. It requires about 20 minutes to heat. No water is required for the sauna. The sauna is on a pre-set timer.

GYM

The gym is also located on Level 4 and is accessed using the swipe card. It is equipped with a number of exercise machines and has a wall mounted TV for viewing while exercising. The air conditioning can be operated using the remote control for your suite's unit. Please bring one with you to the gym if you wish to operate the air conditioning.

Gym hours: 5 am to 10 pm daily

SHOWERS

Showers are only for the use of people who are using the pool, spa, sauna or gym.

BARBEQUE

The barbeque is located beside the grassed area between the two buildings. It is operated using \$1 coins. The barbeque must be booked through the Building Manager or security and must be cleaned completely after use.

It is the user's responsibility to ensure the safety and security of children and visitors.

The barbeque is available between 8 am and 10 pm.



GARBAGE AND RECYCLING

GARBAGE

Commercial Levels 6 and 7 have a Garbage Room which has a blue bin for paper waste and a red bin for general garbage. Please notify the Building Manager or Security if the bins are full and they will be replaced with empty bins. All cardboard boxes must be flattened.

Shops must take garbage to the Commercial Garbage Room which is located near the Car Washing Bay near the garage entry. No commercial food waste is to be transported in the lifts.

LARGE ITEMS

For items that are too large to fit completely into the large green bin in the Garbage Room either organise for their removal or contact the Building Manager who will be able to direct you to a contractor to dispose of them. This includes things such as white goods; TVs; computers; furniture etc. The Council does not provide a clean-up service for apartment blocks.

SIGNAGE

LETTER BOXES AND SUITE DIRECTORY

Letter boxes and the suite directory may only have one company name on them. Signage must be standardised. Contact the Building Manager for the contact details of the preferred signage contractor.

SHOP AND SUITE SIGNAGE

Shops and suites must have all signage visible from outside the suite approved at an Executive Committee Meeting. Signs must be in keeping with the overall appearance of the development.

Window signage in suites that is visible from the street is restricted in height to that of an A4 sheet of paper and must be installed at either the top or bottom of the window.

PARKING

Entry to the car park is in Hunter Lane through the swipe card controlled gates at the back of Building 1. For Safety reasons pedestrians must not use this access.



Commercial shop and suite staff must park in space(s) allocated for the business and not in visitor parking spaces.

No storage is permitted in car spaces.

Visitor parking spaces are only for the use of visitors to the building and should not be used for a period longer than 72 hours unless arrangements have been made with the Building Manager for a longer stay.

The car park speed limit is 5 kph. Please be aware that there are often pedestrians (including small children) and other cars using the car park.

In the interest of safety it is highly recommended that everyone turn on headlights when travelling in the car park to make the vehicle easier to see. The car park is fitted with convex mirrors to enable you to see if cars are coming. Please use these mirrors and be courteous to other traffic.

Do not leave a car running in the car park as it builds up noxious and toxic fumes.

The maximum height for the car park is 2.1 m. Vehicles with ladders etc on racks on the top may make them higher than the maximum height and can damage the fire sprinklers. Damage to the fire sprinklers is likely to incur both a Fire Brigade call out fee as well as the cost of repairing any damage.

There is a bike rack at the car park entry. Bikes should be secured with a chain and padlock.

RENTING OUT COMMERCIAL CAR SPACES

The development application for the shops and suites includes a specific number of spaces that must be available for each commercial premises. For this reason commercial car spaces cannot be rented out to any other person, suite or shop as this would be in contravention of the development application.

CAR WASHING

There is a car washing area just inside the car park doors. Cars must be removed from the area as soon as washing is completed.



WINDOW CLEANING

The exterior window glass that is not accessible from the suite is cleaned twice a year by abseiling contract window cleaners. Interior glass, balcony doors etc must be kept clean by the suite occupant.

AFTER HOURS CONTACTS

Locksmiths

- Hornsby Locksmiths 9477 7999
- Fortress Locksmiths 9476 4363

The Building Manager / Security can provide other emergency numbers including plumbing and electrical contacts.