



EQUUS COMMERCIAL INFO SHEET

Deliveries

Deliveries must be notified to the Building Manager 24 hours prior to delivery to enable lifts to be padded & a lift key issued.

Contractors

Contractors who may be working on any of the Base Services in your suite must be notified to the Building Manager.

Please be aware that **ALL** trades people must register in the contractors sign in diary which is located in the basement to the right as you exit the lifts. **EVERY** contractor signs for him/her self.

Trade & Visitor Parking

There is no trade or visitor parking at Equus. It is your responsibility to arrange parking and building access for your tradesmen. Should you allow trade or visitors to park at Equus, they must park in YOUR car space only.

Lifts

Lifts **1 & 2** on the left of the Hay St entrance are commercial lifts only.

Lift **7** at the Murray St entrance is for the suites overlooking Murray St.

Lift **3 -4-5-6** are Residential lifts only.

Lifts **1-2-7** go on security between 6pm-6am Monday to Friday and from 6pm Friday to 6am Monday.

To access the lifts please badge your swipe card on the reader in the lift then press your floor.

When on security, access will only allow you to your own floor, the 6th floor and the car parks.

Preferred Base Contractors

- **Electrical**
Perth City Electrical
Chris Calegari [0458 278 800](tel:0458278800)
Email perthcityelectrical@bigpond.com
- **Plumbing**
Property Plumbing & Gas Pty Ltd
Email propertyplumbing@hotmail.com
Email admin@propertyplumbing.com.au
Ben 0404481484
Office 0401939332
- **Fire Sprinklers and Fire Alarm Services**
Chubb Fire Services 08 9499 6900
Chubb Fire and Security
After Hours 13 15 98
Email service.westau@chubb.com.au



- **Mechanical Services**

- **MJM Airconditioning**

- Mark McAleese 0423 528 714
 - Email mjmaircon@hotmail.com

- **Cleaners**

- **Freo Cleaning Service**

- Peter McNally Director
 - Office 08 9256 3800
 - Mobile 0417 982 983
 - Email admin@freocleaning.com.au

- **Maintenance/General Handyman**

- Damien Rossi 0413 115 313

Glass & Entry Door Signage

Designs must be submitted to the Strata Managers for approval before installation.

Window Tinting & Blinds

Window tinting must be non reflective. Please contact the Building Manager for a sample of colors suitable for Blinds.

Please note - nothing can be placed on windows that can be seen from outside.

Gym & Pool - Located on Floor 6

Operating hours Strictly 6 am – 9 pm. For conditions of use please refer to house rules.

Bins

Waste bins are located in the bin room next to the pedestrian gate in the **Basement car park**.

All cardboard boxes must be flattened and placed in the BLUE BINS immediately opposite the entry door.

Bins with YELLOW lids are for re-cycling only. NO plastic bags, wrapping or Styrofoam.

General rubbish can be placed into the bins with RED lids along the wall.

Air Conditioners

All air conditioner filters require cleaning 6 monthly. Contact your air conditioner contractor or MJM Airconditioning 0423 528 714

NBN and Phone Connections

To enable your phone/NDN connection, please contact your chosen provider.



Bicycles

Bicycles, Rollerblades, Skates, Scooters and similar are not permitted in the lifts, hallways or other common areas.

Bicycles must be secured in the designated bicycle racks located on the basement level, or in your own designated Store Room in car parks or the bicycles stores located on [C2](#), [C3](#) & [C4](#). The Strata Company takes no responsibility for loss or damage.

End of Journey

Lockers and showers are provided in the basement for those who wish to ride to work. Access via pedestrian gate.

NOTE: Lockers allocation MUST be confirmed by registration with Building Managers prior to claiming a locker.

Details must include Locker number, Name, Mobile, Lot and Business name.

Locker audits are conducted regularly and any locker not registered by Building Managers WILL have the lock and any belongings removed.

Mail

Incorrectly addressed mail left with the Building Manager will be returned to sender. Please take note:-

Correct address -

Ms Jane Doe,
Suite 243-580 Hay St
Perth 6000

Incorrect address -

Ms Jane Doe, 580 Hay St Perth 6000	Ms Jane Doe Level 1 Equus 580 Hay St Perth 6000
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Hallways

Hallways are a **fire exit** and must be kept clear **AT ALL TIMES**.

Nothing of any description is to be deposited in the hallways or the Fire stairs.

Fire Stairs and Fire Exit Doors.

Fire stairs and Fire Exit Doors are to be only used in the event of an Emergency which will be preceded by an EWIS notification and alarm.

Exit from Fire stairs is only possible at Street Level.

If you have enquiries regarding the interior of your suite, please contact your Property Manager.