



QUICK REMINDERS



- Bicycles are NOT permitted in lifts
- Re: NBN CONNECTIONS – access to MDF Room (Communications) must be arranged with Building Managers **24 hours in advance.**
- **Loading/Service** bays are not to be used unless by prior arrangement with the Building Managers.
- **Fire Stairs** – Please note Fire Stairs are ONLY to be used in an emergency.
- Bin Room located in Basement near entry/exit gates.

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.

Oil Drums

Retailers using the Bulk recycling oil drums are responsible for insuring the tank filter is to be clean **AT ALL TIMES.** Any oil spilled **MUST BE CLEANED BY THE RESPONSIBLE PARTY.**

- Footwear & tops must be worn at all times in common areas – for example in **car parks, lifts & corridors** etc.

EQUUS

- **No smoking or drinking** in common areas.
No open containers of alcohol permitted in common areas.
- **Locked out?** Call SAS Locksmiths **9227 7727**
Building Managers **do not** hold keys to your shop.

