





- **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.

### **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**.

### **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, arcade or other common areas.

Bicycles must be secured in the designated bicycle racks located on the basement level.



### **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**

All Mail delivered from Australia Post for Retail stores to the Building Managers office will be delivered to your shop as soon as is possible but please note the Building Managers do not accept or sign for Parcels for ANYONE in the Building.

### **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 shop, please contact your Property Manager.