



THE GORDON - PADDINGTON

24 Gordon Street, Paddington

STRATA PLAN 95380

P: 02 7208 8914

E: management@thegordonpaddington.com.au

GORDON STREET | PADDINGTON

MOVING INSTRUCTIONS

BOOKINGS

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 and to co-ordinate your move with other residents, priority will be given on a first-in basis. Residents can make a reservation online through [BuildingLink](#), if you are unsure of your login details please contact us via email – management@thegordonpaddington.com.au and we will send them to you.

MOVING TIMES

Residents are currently permitted to move 7 days a week but are requested to restrict moving to the following times so that lifts can be available during peak times for residents:

- Monday to Friday: 9am to 6pm
- Saturday, Sunday & Public Holidays: 7am to 6pm

VEHICLE ACCESS & PASSAGE INTO THE BUILDING

Large Vehicles > 2.2m in height

- There is unfortunately no designated truck parking to provide deliveries to your apartment. Removalist & delivery vehicles must park on the street and **must not** use the car park entrance area for parking due to safety reasons and as the loading dock is reserved for the use of IGA. Resident can move items through the main entrance foyer up to their level and can chock the front door open for ease of access. Please remember to shut the door once finished.

Vehicles < 2.2m in height

- For vehicles less than 2.2m in height you can park any vehicle in your designated car space or one of the visitors parking areas on B1. Items can then be taken to the lift in the car park and up to your apartment.

MOVING CONDITIONS & OTHER INFORMATION

- Trucks are only able to park in resident spaces or on the street, they **cannot** use the car park entrance area and loading dock, please do not obstruct traffic under any circumstances.
- The lift covers must be used at all times.
- Due to there being only one lift you should only lock the lift off to immediately load items, it should not be locked off for more than 2 minutes at a time.
- Only 1 apartment per lift is permitted to move at a time.
- 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 and any common property hallway or lift used must be vacuumed after the move.
- Any large items to be discarded must be taken down to the main garbage collection area, please do not leave items around the complex.

