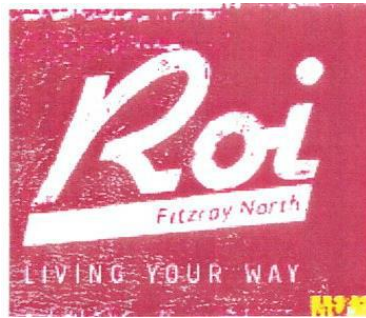


# ROI APARTMENTS OWNERS MANUAL

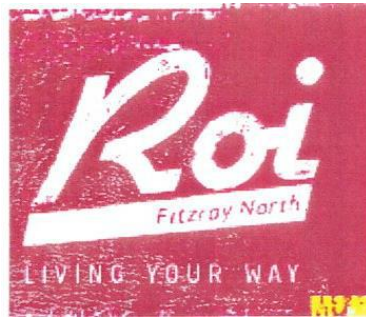
Website: <https://www.roiapartments.com.au/>

Compiled with updates August 2020



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- Section 1: Introduction
- Section 2: Move in Move Out
- Section 3: Operation of the Building
- Section 4: Internal Finishes and Maintenance
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- Section 6: Subcontractors
- Section 7: Appendices
  - Maintenance Manuals
  - ROI OC Rules
  - Information for Residents leaflet



## **SECTION 1 – INTRODUCTION**

### **1.1 Welcome to ROI Fitzroy North**

Congratulations on your purchase at ROI, 4 Bik Lane, Fitzroy North. We have prepared an Owner Manual to make your transition as seamless as possible.

The documents provided have useful information regarding your new home together with essential guidance, reference material and contact details covering your move in, establishment of service accounts and maintenance of your apartment.

### **1.2 Owners Corporation Details**

Ace Body Corporate Management (Collingwood) has been appointed as the Owners Corporation (OC) Manager for ROI.

Ace's contact details are:

Email: [roi@acebodycorp.com.au](mailto:roi@acebodycorp.com.au)  
Telephone: 9417 1900

Ace is your Owners Corporation Manager and will attend to the financial, administrative and legislative requirements for ROI.

### **1.3 Owners Corporation Rules**

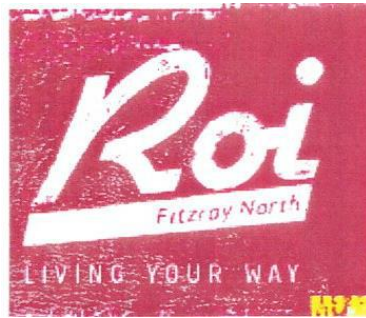
Please take the time to read and become familiar with the Rules and your responsibilities as a building resident.

A copy of the Owners Corporation Rules is included for your information.

### **1.3 Resident Building Supervisor/Caretaker**

The resident Building Supervisor/Caretaker's details are:

Mario Interlandi [roimanager@live.com.au](mailto:roimanager@live.com.au)  
Mobile: 0499 272 843



## Owner Manual

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The resident Building Supervisor/Caretaker's nominated work hours are:

Monday to Friday      7:00 am to 12:00 noon  
   3:00 pm to 7:00 pm

Saturday                      8:00 am to 12:00 noon

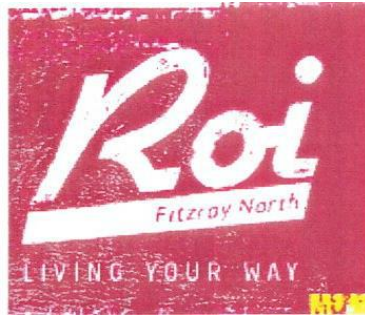
Please ONLY call after nominated work hours in the case of an emergency.

If the matter is not an emergency but requires a response contact the Building Supervisor/Caretaker by phone or email.

### **1.4 Emergencies**

In the case of an electrical, plumbing or lift emergency please call either:

Mario Interlandi              0499 272 843  
Ace Body Corporate        9417 1900



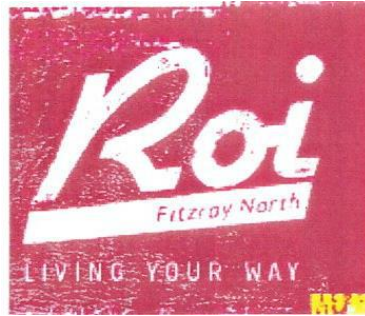
## **SECTION 2 – MOVE IN AND OUT POLICY**

Residents must not move furniture or bulky items through the common property areas except in accordance with the policy (refer also to OC rules).

1. Contact the resident Building Manager to arrange a date and time to conduct any proposed removalist or bulky item delivery activity at least 48 hours prior to the move or delivery.
2. Move in and out only during the agreed time on the agreed date of the removalist or bulky delivery activity.
3. Only use any access to the building as nominated by the Building Manager.
4. Provide a point of contact at the building for your contracted removalists, delivery persons and persons assigned to facilitate the move.
5. Ensure protective lift curtains are in place in the lift.
6. Supervise constantly and vigilantly the move or delivery.
7. Ensure that your removalist company has and provides evidence of suitable insurance to cover any damage to common property that may occur.
8. At the completion of the move or delivery, liaise with the Building Manager and conduct a walk through to facilitate a property inspection report of all areas utilised by the removalist staff and/or delivery personnel.
9. Note, and if necessary arrange digital photographs to be taken of any damage to common property.
10. Provide a copy of the move in condition report along with copies of any digital photographs to the removalists and Owners Corporation Manager.

Please note the following dimensions of lifts that must be used for moving furniture:

1.45m wide x 2m long x 2.5m high  
Door width = 1.1m wide x 2.1m high  
Maximum weight = 1250kg



**SECTION 3 – OPERATION OF THE BUILDING**

As part of your Owners Manual, you will be issued with the following keys and electronic security fobs:

	Total Number Per Apartment	Access
Electronic Security Fobs	2	Carpark entry door and boom gate ROI main lobby Northern entry next to carpark ramp Swipe access to relevant apartment via lift Alfred Street entry Central garden entry to East Wing 3 <sup>rd</sup> Floor barbeque area
Apartment keys	2	Apartment door entry
Mail Box Keys	2	Apartment Mail Box
Window Keys	2	Apartment windows
Balcony Door Keys	2	Apartment Balcony Door
Storage Cage Keys	2	Selected apartments only from hallways

**3.1 Access**

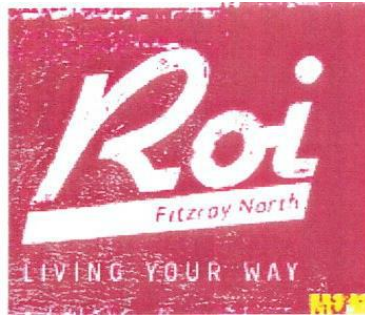
1. The main ground floor lobby is located from Bik Lane.
2. Vehicle access to the nominated carparks is via the entry ramp from Bik Lane.
3. There is intercom access for visitors at the top of the carpark ramp for vehicles.
4. There is a **resident's only** access from Alfred Street.
5. There is intercom access via the central courtyard to the East Wing as well as an intercom access point next to the carpark ramp.
6. West Wing resident/visitors can access ground floor apartments directly from the lobby and the corridor past the main lift core.

Levels 1 to 6 residents/visitors to the West Wing can access the apartments via 2 lifts at the end of the main lobby and behind the "art wall".

East wing residents/visitors can also walk through the main lobby and then exit near the main lift core and walk across the undercover walkway to the East Building. Visitors will need to re-dial the apartment they wish to access at the East Wing intercom point.

Alternatively if residents/visitors do not wish to walk through the main lobby, they can access the East Wing intercom directly through the central courtyard.

The access point next to the car-park entry is mostly suitable for ground floor residents/visitors to the East Wing.



### 3.2 Security

Each apartment is fitted with an intercom system. The system allows for remote opening of the three main entry points and access to the lifts for visitors.

### 3.3 Apartment Resident Entry

To enter the building, the apartment resident must:

1. Wave the electronic security fob past the face of the security panel located at the relevant entry point.
2. Enter the lift and wave the electronic security fob past the proximity reader inside the lift panel; and
3. Press the floor level button your apartment is located on and lift will proceed to the nominated floor.

### 3.4 Visitor Entry / Apartment Intercom

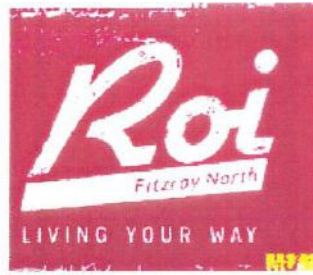
To enter the building, a visitor must:

1. Contact an apartment resident by keying the apartment number via the intercom located at any one of the three entries followed by the 'call' button;
2. The intercom within the apartment will ring, and the resident can answer by picking up the handset and talking to the visitor;

The entry process is as follows:

1. To allow entry to the building, the resident must press the 'key' button to release the door at which the visitor is standing and allow the lift to be in use;
2. To use the lift and reach the specified apartment, the visitor must enter the lift and press the floor on which the apartment is located.
3. The visitor has approximately 3 minutes to enter the lift before having to repeat the process for entry.
4. The resident can hang up after the key button has been pressed.

Should the visitor be unable to gain access to the desired level, they will have to return to the front door intercom panel and start the entry process again. Note: The lift will only be able to travel to the level from which it was sent.



Resident only entry: The entry from Alfred Place has no intercom for visitors but is accessible by residents using the electronic security fob.

### **3.5 Visitor Exiting the Building**

1. Press the lift call button and enter the lift when it arrives;
2. Select ground floor button. The other lift buttons will not activate;
3. The visitor can leave the ground floor by the front door by pressing the "push to exit" button located next to the door.

### **3.6 Parking – Residents**

Vehicle access is controlled by remote control fobs which are provided in the handover packs to those who own a car or scooter space. The range for the remote control is approximately 5-8 metres. The garage door will automatically close following a pre-determined time lapse.

The maximum height for vehicles entering is **2.1 metres**. Any vehicles over this height should not try to access the carpark.

To access private car parks within ROI, push the button on the electronic security fob to allow the boom gate within the car park to raise.

### **3.7 Parking – Visitors**

Visitors can access the 17 visitor car parking bays at the bottom of the main car park entry ramp. To allow the gate to the car park to open, a visitor should call the relevant apartment on the intercom provided.

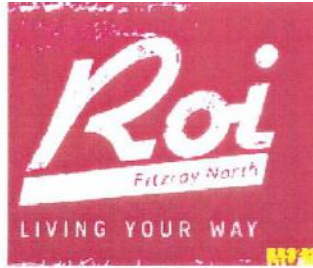
### **3.8 Bike Storage**

Residential bike storage is located in nominated positions. Visitor bikes are also permitted and are located at the front of the building or in the basement. Residents are required to use the nominated bike storage facility only; at no time should a bike be left in the common property.

### **3.9 Storage Cages**

Storage cages are located throughout the building; refer to the plan of sub-division. In most cases you will need to purchase your own padlock to secure the storage area.





### 3.10 Lifts

Three lifts are available to provide vertical transportation at ROI consisting of two lifts in the West Wing (blue exterior colour in basement) and one lift in the East Wing (red exterior colour in basement). The lifts are activated by passing your electronic security fob over the proximity card reader located within the lift. You then select the level of your apartment; storage cage, car park or level 3 East Wing to gain access to the rooftop barbecue facilities.

### 3.11 Garbage Disposal

#### General Waste

A garbage chute is provided on each residential level, located off the passageways near the lift doors. The garbage disposal chute is for household waste only which must be securely tied within a plastic bag. To use the garbage chute, simply open the door, place your rubbish into the drawer and close the chute.

Under no circumstance is recyclable waste to be disposed of via the garbage chute.

#### Recycling

For recyclable waste, there is a recyclable bin room located on basement level 1 accessed via the lifts or fire stairs. Residents on all levels will need to carry their recycling to the bin store in the basement.

#### Bin Store

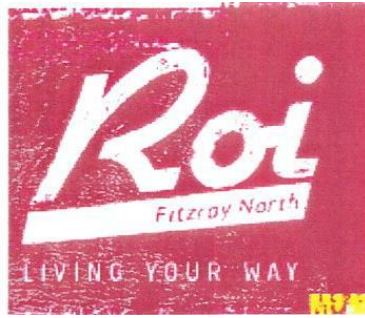
The residential recycle and bin store are located in basement level 1. Recyclable material including paper, cardboard, glass and plastic bottles and oversized waste can be disposed of here.

It is important to note the following:

1. Do not leave any items in front of the garbage chute on each floor or in the bin room – clear access to chute and emergency exit door are required at all times;
2. Dispose of any items that cannot be disposed of through the garbage chute, directly in the bin store on the ground floor.
3. No flammable items are to be disposed of through the garbage chute or in the bin store.

Do not under any circumstance dispose of the following through the garbage chute:

1. Hard rubbish, including glass, brick, crockery, appliances or similar;
2. Cardboard boxes, are to be broken down, stacked flat and taken down to the recycling bins in the basement.

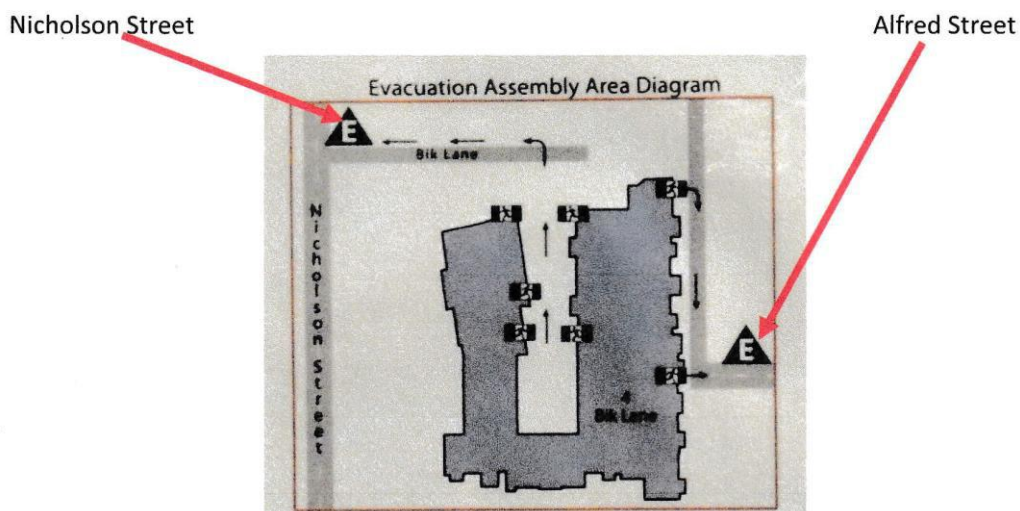


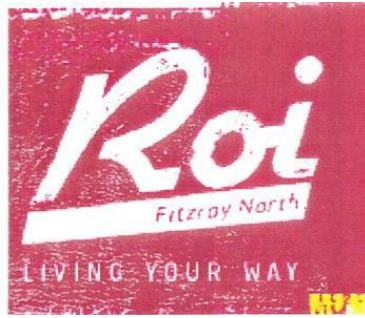
### 3.12 Fire Alarm and Detection Services

Fire evacuation plans are displayed throughout the building (and also see below). Please familiarize yourself with these plans.

#### Fire and Emergency Procedures

- Check your smoke detectors at least annually – a handy hint is to replace batteries when you change your clocks to daylight saving time. Replace faulty smoke detectors where appropriate.
- Purchase a fire blanket and small fire extinguisher for your apartment.
- Smoke detectors make a distinct beeping sound when activated. If there is a fire in your unit, evacuate and activate a fire alarm. However, in the case of smoke from, for example, burnt toast, **DO NOT OPEN YOUR APARTMENT DOOR** as the building fire alarms will be activated as a result of smoke entering the hallway.
- The building is also fitted with a fire detection system that is checked and tested regularly. Fire hoses and fire extinguishers are located on each floor throughout both buildings (East and West wings).
- Fire doors on each floor automatically shut if there is a fire emergency or smoke in the building. These are magnetic doors controlled by the Building Fire Control panel. Only if considered safe and there is no fire evident can the doors be opened.
- When the fire alarm sounds everyone must evacuate the buildings and gather on either Nicholson Street or Alfred Street. **Please do not congregate in front of the ROI complex as this may block access to emergency vehicles and personnel.**





### 3.13 Mailboxes

Mailboxes are located outside the front entry to the main building West Wing as is the fire control panel.

### 3.14 Electricity

WinConnect is an embedded network and these are established to physically aggregate the energy consumed within a complex to a single metered point. Sub-meters measure tenants' and common area consumption using the latest in smart interval metering technology. This type of high-quality, certified sub-meter is used by local network service providers (LNSP) all around Australia, and meets the stringent metrology code imposed on all providers operating in the national electricity network.

The Owner's Corporation at ROI has negotiated with a wholesale energy provider to make available all electricity to the ROI Apartments. Electricity must be supplied to your apartment through WinConnect.

WinConnect Customer Service phone number is 1300 791 970 or they can be emailed on [enquiries@winconnect.com.au](mailto:enquiries@winconnect.com.au) Connection is available via the WinConnect website at the following link: <https://www.winconnect.com.au/customers/switch-to-winconnect>

### 3.15 Gas

Gas usage (for cooking) is paid through your body corporate fees or rent, so there is no need to arrange connection or disconnection. Gas supplied for the bulk hot water system is apportioned via lot entitlement and owners are billed quarterly.

### 3.16 Water

Connection and accounts are arranged through City West Water. Phone 13 16 91 (Mon – Fri 8.30am – 5pm).

### 3.17 City of Yarra

The City of Yarra is our local council and can be contacted on (03) 9205 5555 or by email on [Info@yarracity.vic.gov.au](mailto:Info@yarracity.vic.gov.au) Their website is [www.yarracity.vic.gov.au](http://www.yarracity.vic.gov.au) and their main office is located at 333 Bridge Road, Richmond. There is a customer service centre nearby at Bargoonga Nganjin, North Fitzroy Library, 182 St Georges Road, North Fitzroy.

# **SECTION 4**

# **INTERNAL**

# **FINISHES &**

# **MAINTENANCE**

# **PROCEDURES**

**ATTACHMENT 1**  
**MATERIALS, FIXTURES AND FITTINGS SCHEDULE**

<b>ROI APARTMENTS</b>			
<b>MATERIALS, FIXTURES &amp; FITTINGS SCHEDULE</b>			

Kitchen	DESCRIPTION / OPTIONS	COLOUR	FINISH	MAINTENANCE REFERENCE
Oven 60cm	KA01 Oven - Blanco OE606XP		SS Finish	Appendix 9 - Kitchen Appliance List and Appliance Manuals
Cooktop 4 Burner	KA02 4-burner gas cooktop 60cm - Blanco CG604XFFP		SS Finish	Appendix 9 - Kitchen Appliance List and Appliance Manuals
Cooktop 2 Burner	KA03 2-burner gas cooktop 30cm - Blanco CG302FFX		SS Finish	Appendix 9 - Kitchen Appliance List and Appliance Manuals
Rangehood 60cm	KA04 Slide-out rangehood 60cm - Blanco BR60PX		SS Finish	Appendix 9 - Kitchen Appliance List and Appliance Manuals
Rangehood 52cm	KA05 Built-in rangehood 52cm - Blanco BRUC5G		SS Finish	Appendix 9 - Kitchen Appliance List and Appliance Manuals
45cm Dishwasher	KA06 Dishwasher 45cm - Blanco BFD45X		SS Finish	Appendix 9 - Kitchen Appliance List and Appliance Manuals
60cm Dishwasher	KA07 Dishwasher 60cm - Blanco BFDWC65X		SS Finish	Appendix 9 - Kitchen Appliance List and Appliance Manuals
Bar Fridge	KA11 Bar Fridge - Fisher & Paykel P120	White	White finish, Integration kit	Appendix 9 - Kitchen Appliance List and Appliance Manuals
Oven	Blanco Oven OE608TX		SS Finish , Unit 611 (Construction Docs Apt No 6.10)	Appendix 9 - Kitchen Appliance List and Appliance Manuals
Microwave	Blanco Microwave BM0300X		SS Finish , Unit 611 (Construction Docs Apt No 6.10)	Appendix 9 - Kitchen Appliance List and Appliance Manuals
Rangehood	Blanco Rangehood BRST60X		SS Finish , Unit 611 (Construction Docs Apt No 6.10)	Appendix 9 - Kitchen Appliance List and Appliance Manuals
Dishwasher	Blanco Dishwasher BID11P		SS Finish , Unit 611 (Construction Docs Apt No 6.10)	Appendix 9 - Kitchen Appliance List and Appliance Manuals
Cooktop	Blanco Cooktop BCCT60X		SS Finish , Unit 611 (Construction Docs Apt No 6.10)	Appendix 9 - Kitchen Appliance List and Appliance Manuals
Kitchen Sink Mixer	KA08 Tonic Motion Square Sink Mixer - Rogerseller		Chrome	Appendix 4 - Hydraulic Services Maintenance Manual
Kitchen Single Sink	KA09 Blanco Gamma Mu1k5 undermount single bowl 450 - Reece		SS Finish	Appendix 4 - Hydraulic Services Maintenance Manual
Kitchen Double Sink	KA10 Steel Queen SQX 120C-L - Reece		SS Finish	Appendix 4 - Hydraulic Services Maintenance Manual

ROI APARTMENTS				
MATERIALS, FIXTURES & FITTINGS SCHEDULE				
Bathroom & Laundry	DESCRIPTION / OPTIONS	COLOUR	FINISH	MAINTENANCE REFERENCE
Bathroom wall basin 1	BA01 Pozzi Lavabi 500 700 basin - Reece	White	Ceramic	Appendix 4 - Hydraulic Services Maintenance Manual
Bathroom basin plug and waste	BA02 Mizu P&W Chrome Push - Reece		Chrome	Appendix 4 - Hydraulic Services Maintenance Manual
Bathroom basin trap	BA03 Rogerseller chrome bottle trap 40mm connection		Chrome	Appendix 4 - Hydraulic Services Maintenance Manual
Bathroom basin mixer	KA08 Tonic Motion Square Sink Mixer - Rogerseller		Chrome	Appendix 4 - Hydraulic Services Maintenance Manual
Bathroom shower rose	BA04 Rogerseller Space 120 shower head and wall arm		Chrome	Appendix 4 - Hydraulic Services Maintenance Manual
Bathroom shower mixer	BA05 Tonic Motion wall mixer round - Rogerseller		Chrome	Appendix 4 - Hydraulic Services Maintenance Manual
Towel rail	BA06 DesignLive ME-TR450-PC, ME-TR600-PC - Chrome		Chrome	
Robe hook	BA07 DesignLive ME-RHK-PC - Chrome		Chrome	
Toilet roll holder	BA09 DesignLive ME-TRH-PC - Chrome		Chrome	
Toilet suite	BA08 Rogerseller Architect Toilet Suite	White	Ceramic	Appendix 4 - Hydraulic Services Maintenance Manual
Showers base 1	BA10 Moulded polymarble 1400 x 800 white - Showerline	White	Poly marble	Appendix 4 - Hydraulic Services Maintenance Manual
Shower base 2	BA11 Moulded polymarble 1050 x 800 white - Showerline	White	Poly marble	Appendix 4 - Hydraulic Services Maintenance Manual
Laundry tub 1	BA12 Robinhood Supertub ST7000SLIMA - Reece	White		Appendix 4 - Hydraulic Services Maintenance Manual
Laundry tub 2	BA12 Clark Eureka Mini tub and cabinet - Reece	White		Appendix 4 - Hydraulic Services Maintenance Manual
Laundry tap set mixer	BA13 Caroma Venicia sink mixer			Appendix 4 - Hydraulic Services Maintenance Manual
Laundry washing machine tap set	BA14 Dura RA WM stops (pr) - Reece			Appendix 4 - Hydraulic Services Maintenance Manual
Bath tub 1	BA15 Posh Kensington shower bath - Reece	White	Unit 410 (Construction Docs Apt No 4.13)	Appendix 4 - Hydraulic Services Maintenance Manual
Bath screen	BA16 Dominique standard - Reece		Unit 410 (Construction Docs Apt No 4.13)	
Bath tub 2	BA17 Posh Solus rectangle - Reece	White	Unit 11 (Construction Docs Apt No G.11)	
Bathroom wall basin 2	BA18 Whitestone OM 500 wall basin - Reece	White		Appendix 4 - Hydraulic Services Maintenance Manual
Shower/Bath mixer	BA19 Posh Solus shower mixer with diverter - Reece		Unit 410 (Construction Docs Apt No 4.13) and Unit 11 (Construction Docs Apt No G.11)	Appendix 4 - Hydraulic Services Maintenance Manual
Heated towel rail	BA20 Hydroharm Milan - Reece		Unit 410 (Construction Docs Apt No 4.13)	
Powder room basin	BA21 Porcher Studio 45cm wall basin - Reece	White	Unit 601 (Construction Docs Apt No 6.12)	Appendix 4 - Hydraulic Services Maintenance Manual
Powder room tap	BA22 Tonic Motion basin mixer - Rogerseller		Chrome - Unit 601 (Construction Docs Apt No 6.12)	Appendix 4 - Hydraulic Services Maintenance Manual
Bath outlet	BA24		Unit 410 (Construction Docs Apt No 4.13) and Unit 11 (Construction Docs Apt No G.11)	Appendix 4 - Hydraulic Services Maintenance Manual

ROI APARTMENTS				
MATERIALS, FIXTURES & FITTINGS SCHEDULE				
General Finishes	DESCRIPTION / OPTIONS	COLOUR	FINISH	MAINTENANCE REFERENCE
Apartment Entry Doors	F01 - Victorian Ash timber veneer doors		Coat 1 - Quantum Aquastain, Coat 2 - Quantum Micro clear (by DEC Group)	Appendix 1 - Painting Maintenance Manual
Laminate	F02 Laminex 273 Ebony Macassar Flint finish			Appendix 6 - Joinery Maintenance Manual
Laminate	F03 Laminex 536 Mushroom Linea Natural finish			Appendix 6 - Joinery Maintenance Manual
Wardrobe doors	F04 Premium sliding frameless mirror doors			Appendix 6 - Joinery Maintenance Manual
Benchtops	F06 Smartstone - Arcadia	Arcadia		Appendix 6 - Joinery Maintenance Manual
Bathroom wall finish below mirror	F07 Seratone sheet - "Lahar" gloss finish	Lahar	Gloss finish	Appendix 6 - Joinery Maintenance Manual
Shower screen	F09 Clear glass shower panel - Aluminium edge protection			Appendix 12 - Shower screens care and maintenance manual
Kitchen splashback	F10 Toughened Glass - Dulux Lexicon PW1.G9	Lexicon PW1.G9		Appendix 6 - Joinery Maintenance Manual
Kitchen splashback	F11 Toughened Glass - Dulux Red Stop PO5.G9	Red Stop PO5.G9		Appendix 6 - Joinery Maintenance Manual
Kitchen splashback	F12 Toughened Glass - Dulux Wiggle P18.G7	Wiggle P18.G7		Appendix 6 - Joinery Maintenance Manual
Kitchen & Bathroom Floor Tiles 1	FT01 National Tiles Leo Black - 300 x 300			Appendix 2 - Stone and Tiling Maintenance Manual
Bathroom wall tiles 1	WT01 National Tiles Avalance mosaic 19mm round	White		Appendix 2 - Stone and Tiling Maintenance Manual
Balcony Tiles 1	FT02 National Tiles Pam Icaro Negro - 300 x 300			Appendix 2 - Stone and Tiling Maintenance Manual
Balcony Tiles 2	FT03 National Tiles Pam Icaro Negro - 300 x 600			Appendix 2 - Stone and Tiling Maintenance Manual
Kitchen & Bathroom Floor Tiles 2	FT04 National Tiles Leo Black - 450 x 450		Unit 410 (Construction Docs Apt No 4.13)	Appendix 2 - Stone and Tiling Maintenance Manual
Balcony Tiles 3	FT04 National Tiles Leo Black - 450 x 450		Unit 410 (Construction Docs Apt No 4.13)	Appendix 2 - Stone and Tiling Maintenance Manual
Bathroom wall tiles 2	WT02 Glass ceramic tile JB6258 Marathon ceramics		Unit 410 (Construction Docs Apt No 4.13)	Appendix 2 - Stone and Tiling Maintenance Manual
Apartments broadloom carpet	CP01 Feltex 32oz version of Cavalier Bremworth Dashes II - Weathered Black Commercial Loop Pile 100% Pure New Wool	Weathered Black		Appendix 3 - Carpet Maintenance Manual
Wall paint - Apartments internal	PT01 Dulux Wash & Wear 101 Advanced Low Sheen - Lexicon PW1.G9	Lexicon PW1.G9		Appendix 1 - Painting Maintenance Manual
Internal apartment door paint	PT02 Dulux Aquamel gloss finish - Lexicon PW1.G9	Lexicon PW1.G9		Appendix 1 - Painting Maintenance Manual
Ceiling paint	PT03 Dulux Wash & Wear 101 Advanced Flat - Lexicon PW1.G9	Lexicon PW1.G9		Appendix 1 - Painting Maintenance Manual
Corridor feature paint	PT05 Dulux Wash & Wear 101 Luck PG1.G9	Luck PG1.G9		Appendix 1 - Painting Maintenance Manual
Apartment Entry Lever set	DH1 DesignLive Elm lever set - satin finish			
Internal apartment door lever set	DH4 DesignLive Roi lever set - satin finish			
Balcony balustrade glass 1	Finish 3 - Toughened Clear glass	Clear		Appendix 8 - Balustrade care and maintenance manual
Balcony balustrade glass 2	Finish 4 - Viridian Seraphic Brilliant White on Clear glass	Brilliant White		Appendix 8 - Balustrade care and maintenance manual
Balcony balustrade glass 3	Finish 1 - Viridian Seraphic Pommel Blue on Clear glass	Pommel Blue		Appendix 8 - Balustrade care and maintenance manual
Apartment window glazing	Various glass types			Appendix 11 - Facade maintenance manual
Apartment façade finishes 1	Various alucobond types			Appendix 11 - Facade maintenance manual
Apartment façade finishes 2	Painted cement sheet	Lexicon PW1.G9		Appendix 1 - Painting Maintenance Manual
Light fittings	Various light fitting types			Appendix 5 - Electrical Services Manual



**ATTACHMENT 2**  
**APARTMENT COLOUR SCHEME SCHEDULE**



# SECTION 5

## BUILDING

## MAINTENANCE

## ITEMS

## 5.1 Building Maintenance Items

### **Procedures Regarding Notification of Defects**

All defects and other faults caused by faulty materials or poor workmanship for which the Purchaser provides written notice to the Building Manager, if within the warranty period, will be assessed and addressed as soon as practicable.

In order to ensure that matters of concern are dealt with quickly and effectively, the following method for reporting defects and other faults should be implemented. This method is designed to identify defects within appropriate categories, to ensure that the relevant parties are notified of the action required and its urgency and to ensure that clear lines of communication and authority are established and maintained.

Please provide written notice of any defects or faults to:

### **Building Manager**

---

TBA

The Building Manager shall then arrange to contact Probuild Constructions (Aust) Pty Ltd who in turn shall arrange for the relevant subcontractors to rectify any legitimate defects accordingly.

A list of the subcontractors has been provided for your reference in the following section.

# SECTION 6 CONTACT DIRECTORY

## 6.1 Contact Directory

It has been considered appropriate to provide you with a contact list for a number of relevant subcontractors that has worked on this project.

### CONTRACTORS

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COMPANY: **FAÇADE TREATMENT ENGINEERING**  
TRADE: ALUMINIUM WINDOWS, DOORS & ALUCOBOND  
ADDRESS: LEVEL 2 / UNIT 216, 1 QUEENS ROAD, MELBOURNE VIC 3000  
TEL: 03 9863 8878

COMPANY: **EXPO-CONTI**  
TRADE: PLASTER  
ADDRESS: 1/22-24 RHUR STREET, DANDENONG SOUTH VIC 3175  
TEL: 03 9793 4199

COMPANY: **NU-LITE BALUSTRADING**  
TRADE: GLASS BALUSTRADE  
ADDRESS: 6 NICHOLSON DRIVE DANDENONG SOUTH VIC 3175  
TEL: 03 9706 6766

COMPANY: **WATTERS ELECTRICAL**  
TRADE: ELECTRICAL SERVICES  
ADDRESS: 24 NETWORK DRIVE PORT MELBOURNE VIC 3207  
TEL: 03 9646 3333

COMPANY: **AUSCRAFT SHOPFITTERS**  
TRADE: JOINERY  
ADDRESS: 6 LANYON STREET DANDENONG VIC 3175  
TEL: 03 9794 9975

COMPANY: **COMPLETE PLUMBING CONTRACTORS**  
TRADE: HYDRAULICS SERVICES  
ADDRESS: 6 RINGS ROD MOORABBIN VIC 3189  
TEL: 03 9553 6051

COMPANY: **BARON FORGE**  
TRADE: TILING  
ADDRESS: 63-70 EXPORT DRIVE BROOKLYN VIC 3012  
TEL: 03 9315 3225

## CONTRACTORS

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COMPANY: **DEC GROUP**  
TRADE: PAINTING  
ADDRESS: 3/29 CAMERON STREET BRUNSWICK VIC 3056  
TEL: 03 9386 5144

COMPANY: **DETAIL DOOR HARDWARE PTY LTD**  
TRADE: DOOR HARDWARE  
ADDRESS: 143 FYANS ST GEELONG VIC 3220  
TEL: 03 5221 4133

COMPANY: **DIADEM**  
TRADE: SIGNAGE  
ADDRESS: Level 3 473 BOURKE ST MELBOURNE VIC 3000  
TEL: 03 9670 6767

COMPANY: **HARVEY NORMAN**  
TRADE: WHITEGOODS  
ADDRESS: 4 CENTRAL BOULEVARD, PORT MELBOURNE VIC 3207  
TEL: 03 8530 6300

COMPANY: **SIGNAL & HOBBS**  
TRADE: ROOF PLUMBER  
ADDRESS: UNIT 11 6-12 AIRLIE AVE, DANDENONG VIC 3175  
TEL: 03 9791 5355

COMPANY: **FIREBASE**  
TRADE: FIRE SERVICES  
ADDRESS: SUITE 21/ 1 RICKETTS ROAD, MOUNT WAVERLY VIC 3149  
TEL: 03 9808 6997

COMPANY: **RESEARCH CONTRACTORS**  
TRADE: CARPENTRY & TIMBER WORKS  
ADDRESS: PO BOX 1065 RESEARCH VIC 3095  
TEL: 03 9437 0679

COMPANY: **LIVING LANDSCAPES**  
TRADE: LANDSCAPING  
ADDRESS: 737 BURWOOD ROAD, HAWTHORN VIC 3122  
TEL: 03 8862 6606

COMPANY: **DETAIL DOOR HARDWARE**  
TRADE: SANITARY HARDWARE & FIXTURES  
ADDRESS: 143 FYANS ST GEELONG VIC 3220  
TEL: 03 5221 4133

## CONTRACTORS

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COMPANY: **COLOURCOTE**  
TRADE: SHOWER SCREENS  
ADDRESS: 71 ASHLEY ROAD, YARRAMBAT VIC 3091  
TEL: 03 9436 1891

COMPANY: **OP INDUSTRIES**  
TRADE: MECHANICAL SERVICES  
ADDRESS: 14 TRADE PALCE VERMONT VIC 3183  
TEL: 03 9874 8555

COMPANY: **OMNIFLOOR**  
TRADE: CARPET LAYER AND VINYL LAYER  
ADDRESS: RIVERVIEW BUSINESS PARK, 83 MORELAND STREET, FOOTSCRAY VIC 3011.  
TEL: 03 9687 6688

COMPANY: **KELVIN WAY**  
TRADE: RENDER  
ADDRESS: 54 BERRINGA ROAD, ORCHARDS VIC 3114  
TEL: 03 9879 0233

COMPANY: **ULTRATITE WATERPROOFING**  
TRADE: EXTERNAL WATERPROOFING MEMBRANES  
ADDRESS: 4 POOLEY BRIDGE ROAD, MORDIALLOC VIC 3195  
TEL: 03 9587 4390

COMPANY: **MIRAGE**  
TRADE: CAR PARK ENTY DOOR  
ADDRESS: 8 WALKER STREET. BRAESIDE VIC 3195  
TEL: 03 9587 1999

COMPANY: **OTIS LIFTS**  
TRADE: LIFTS  
ADDRESS: 2 MONTAGUE STREET SOUTH MELBOURNE VIC 3205  
TEL: 03 9644 3112

COMPANY: **RE SPENCE & CO**  
TRADE: TIMBER DOORS AND FRAMES  
ADDRESS: 85-89 TULIP STREET, CHELTENHAM VIC 3192  
TEL: 03 9584 4899

COMPANY: **JD MACDONALD**  
TRADE: GARBAGE CHUTES  
ADDRESS: 65 - 73 NANTILLA ROAD, CLAYTON NORTH VIC 3168.  
TEL: 03 9271 6400



# **SECTION 7**

# **APPENDICES**

## 7.1 APPENDICES

Maintenance and instruction manuals are either included in this manual or have a web link to the manual, when the manual is under copyright.

APPENDIX 1: PAINT MAINTENANCE PROCEDURES

APPENDIX 2: STONE AND TILING CARE AND MAINTENANCE MANUAL

APPENDIX 3: CARPET MAINTENANCE MANUAL

APPENDIX 4: HYDRAULIC SERVICES MAINTENANCE MANUAL – BATHROOM

APPENDIX 5: ELECTRICAL SERVICES MAINTENANCE MANUAL (**Note: use LED not the old fittings described**)

APPENDIX 6: JOINERY AND MAINTENANCE PROCEDURE

Auscraft mirrors

Smartstone benchtops

<https://www.smartstone.com.au/easy-cleaning-guide-smartstone-benchtop/>

Laminex cupboard doors

<http://www.laminex.com.au › Care-and-Maintenance-Guides>

APPENDIX 7: Daikin air conditioner click here: [airconditioner](#)

APPENDIX 8: GLASS BALUSTRADES MAINTENANCE PROCEDURE

Cleaning stainless steel - <https://www.assda.asn.au/technical-info/technical-faqs>

APPENDIX 9: KITCHEN APPLIANCE LIST AND APPLIANCE MANUALS

Oven <http://kitchen.manualsonline.com/support/blanco/oven/user-manual-5740793>

Cooktop <https://blanco-australia.com/wp-content/uploads/2019/12/BLANCO-Gas-Cooktop-Manual-CG604WXFFC.pdf>

Slideout rangehood <https://blanco-australia.com/wp-content/uploads/2019/12/BLANCO-Rangehood-Manual-BRS60PX.pdf>

Dishwasher <http://kitchen.manualsonline.com/support/blanco/dishwasher/>

Fisher & Paykel Refrigerator and Freezer manual click here: [fridge\\_freezer](#)

APPENDIX 10: LANDSCAPE MAINTENANCE MANUAL (not included)

APPENDIX 11: ALUMINIUM WINDOW FRAMES AND GLAZING MAINTENANCE MANUAL

APPENDIX 12: SHOWER SCREEN AND GLAZING CLEANING PROCEDURE

APPENDIX 13: FIRE SPRINKLERS CARE ADVICE

APPENDIX 14: GAS AND HOT WATER METER NUMBERS

APPENDIX 15: APARTMENT CAR SPACES AND STORAGE AREA ALLOCATIONS SCHEDULE

APPENDIX 16: ROI OWNERS CORPORATION CONSOLIDATED RULES ROI – P.S. 620160U

APPENDIX 17: INFORMATION FOR RESIDENTS: SUMMARY DOCUMENT

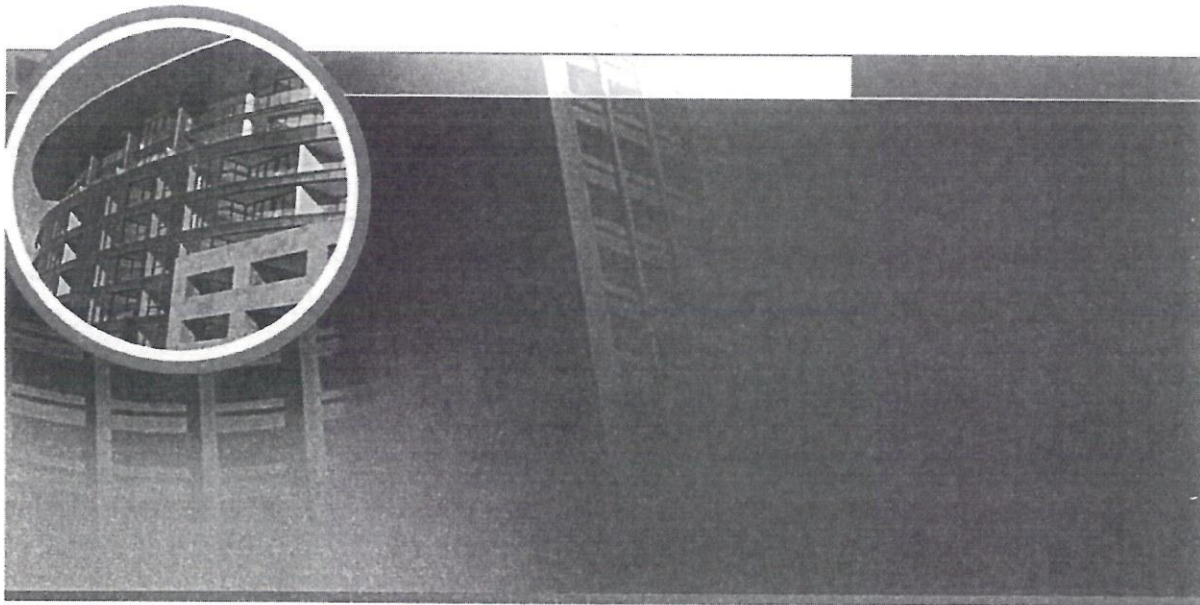
## APPENDIX 1

### PAINT MAINTENANCE PROCEDURE

Probuild Comments:

Don't use rough abrasives, stiff scrubbing brushes or harsh caustic preparations for stain removal. Use warm water with a small amount of mild detergent added, clean off stain in a gentle circular motion. Remove all residues with a clean, soft cloth rinsed with fresh, clean water.

Subcontractor / Supplier comments attached.



## Maintenance of Paintwork for

*Presented to: Probuild Constructions (Aust) Pty Ltd*

*Project: Roi Apartments  
648A Nicholson Street, North Fitzroy*

*Prepared by: DEC Group Pty Ltd*

*Date: 13<sup>th</sup> December, 2011*



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3 LOOKING AFTER INSIDE PAINTWORK .....	4
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5 CLEANING GLOSS AND SEMI-GLOSS PAINTWORK.....	4
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## 1 INTRODUCTION

*This document has been prepared to assist the client*

*with the*

*long term maintenance of the paint finishes.*



## 2 SCHEDULE OF FINISHES

### APARTMENTS:

Colour – Dulux “Lexicon”

Ceilings..... Dulux Professional Ceiling Flat

Walls..... Dulux Professional Low Sheen Acrylic

Doors ..... Dulux Aquanamel Semi Gloss

---

### COMMON AREAS:

Ceilings..... Dulux Professional Ceiling Flat

Colour – Dulux “Lexicon”

Walls.....Dulux Professional Low Sheen Acrylic

Colour – Dulux “Lexicon”

Feature Wall..... Dulux Professional Low Sheen

Colour Dulux “Luck”

Service Doors..... Dulux Aquanamel Low Sheen

Colour – Dulux “Lexicon & Luck”

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### EXTERNAL:

Villa Board .....Dulux Weathershield Low Sheen

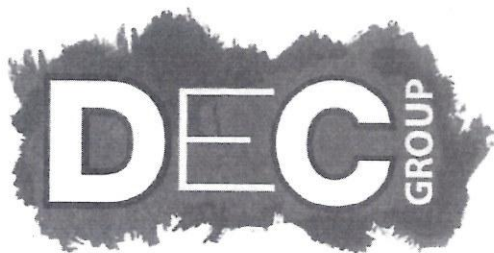
Colour - “Lexicon”

Balconies ..... Dulux Weathershield Low Sheen

Colour – Dulux “Lexicon”

Carpark Floor ..... Dulux WBE T1

Colour – “Clear”



### **3 LOOKING AFTER INSIDE PAINTWORK**

Most water-based paints appear to dry out quickly after application, but in fact it takes around a full week under normal climatic conditions to cure and develop full wash ability. So, if marks appear on your newly painted wall within a few days of it being finished, you should resist the temptation to wash it straight away. Instead, give it up to a week to cure then wash it down to your satisfaction.

### **4 CLEANING 'FLAT' AND 'LOW SHEEN' PAINTWORK**

Walls and ceilings can be made to look like new if you follow these few simple directions for the removal of dirt, scuff marks, etc.

1. Do not use rough abrasives, stiff scrubbing brushes or harsh caustic preparations. These will 'gloss' or polish the surface resulting in obvious highlights, which can only be rectified by repainting.
2. Instead, use warm water to which a small amount of mild detergent has been added.
3. Apply the solution to the affected area with a soft cloth, or a soft bristle brush where the marking is particularly stubborn.
4. Clean off the stain in a gentle, circular motion. Then remove all residues with a clean, soft cloth rinsed with fresh, clean water.
5. Having thoroughly cleaned the affected area, you should then proceed to wash down the whole wall or ceiling to eliminate any chance of patchiness.

Generally most marks will come off if using this method. Some persistent marks may remain, particularly if of a greasy type, such as black finger marks around light switches. In such cases, a stronger cleaning agent is required, one that has been formulated with solvents for dissolving greasy marks. One such product is Ajax Spray n' Wipe. The problem with most latex paints is that they are sensitive to solvents and will soften on contact.

### **5 CLEANING GLOSS AND SEMI-GLOSS PAINTWORK**

1. Don't use abrasives or caustic-based cleaning compounds as these will scratch or eat into the paint surface you are doing your best to maintain.
2. Instead use warm water, with a little detergent added.
3. Apply to the affected area with a soft cloth and be sure to wash down the whole surface as well. Where necessary, use a soft bristle brush and a little more elbow grease than you might safely use on 'flat paintwork'.
4. Wash the whole job down with clean water and allow to dry.



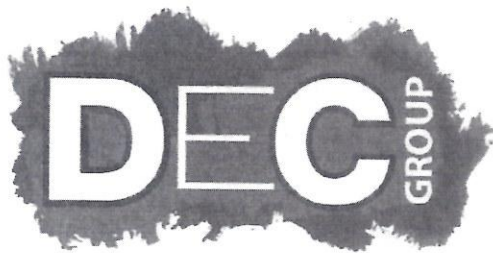


## 6 DULUX ACRASHIELD TEXTURE COATINGS

Where a full Dulux Acrashield texture coating system has been used, the 955 AcraShield acts as a self-cleaning coating that resists build up of dirt and organic growth.

Generally, the maintenance required for a full Dulux Acrashield texture coating system is minimal: for projects in sheltered, inland environments, the following maintenance schedule may be performed once every five to seven years. In coastal, industrial or dirty, dusty, polluted city environments, the maintenance schedule may need to be performed as often as every six months.

1. A low-pressure water wash to remove dirt, dust and other contaminants. The pressure should be adjusted so as to remove most surface contaminants, but without causing damage to the acrylic coating.
2. Persistent dirt remaining after water washing should be removed with a soft bristle brush or broom and warm water and household detergent. Long-handled applicators, ladders, scaffolding, cherry picker or a swing stage may be required. Caustic-based preparations should not be used, as they will often remove not only the grime but a good part of your paint covering as well. Rinse off completely with low-pressure wash and allow to dry.
3. Examine the surface for signs of mechanical damage, wear-and-tear or other premature coating failure. Where no premature coating failure has occurred, no further action is necessary.



## 7 MAINTENANCE OF EXTERIOR PAINTWORK

Generally, the maintenance required for Dulux Weathershield X10 Gloss or Low Sheen coating systems are as follows: for projects in sheltered, inland environments, the following maintenance schedule may be performed once every one or two years. In coastal, industrial or dirty, dusty, polluted city environments, the maintenance schedule may need to be performed as often as every six months. The maintenance schedule may involve only steps 1 and 3 (minimum) or up to steps 1 to 7.

1. A low pressure water wash to remove dirt, dust and other contaminants. The pressure should be adjusted so as to remove most surface contaminants, but without causing damage to the acrylic coating.
2. Persistent dirt remaining after water washing should be removed with a soft bristle brush or broom and warm water and household detergent. Long-handled applicators, ladders, scaffolding, cherry picker or a swing stage may be required. Caustic-based preparations should not be used, as they will often remove not only the grime but a good part of your paint covering as well. Thoroughly rinse off immediately with low pressure wash and allow to dry.
3. Examine the surface for signs of mechanical damage, wear-and-tear or other premature coating failure. Where no premature coating failure has occurred, no further action is necessary.

At any stage during the warranty period, a fresh coat of Weathershield X10 may be applied to the cleaned and dry surface. Where premature coating failure has occurred, the next steps shall be followed.

4. Remove all loose or damaged coating back to a hard edge and feather back to remove ridges.
5. Spot prime bare substrate with the same primer as used in the original specification and allow to dry.
6. Apply one coat of Weathershield X10 (Gloss or Low Sheen, whichever was used originally) to the primed area, (preferably using the same type of roller sleeve as that used for the original work, if the size of the repaired area allows).
7. Apply one coat of Weathershield X10 (Gloss or Low Sheen, whichever was used originally) to the entire facade panel of the repair area.

Please note that repaired areas may look a little different from the original façade for any of the following reasons:

- the age difference of the old paintwork to the new (paint colour may fade slightly with time)
- the colour matching of old paint to new
- difference in texture or "stipple" of the paintwork between old and new (due to use of different paint roller sleeves, application technique, etc.), and
- the skill of the applicator

All the above determine the degree to which the difference is noticeable.

## APPENDIX 2

### STONE & TILING

### CARE & MAINTENANCE PROCEDURE

#### Probuild Comments:

Probuild recommend dust-mopping the tiled floor areas regularly rather than vacuuming. It should be wet mopped every so often using a neutral soap solution. We note that extreme care needs to be taken when cleaning adjacent surfaces including such things as stainless steel appliances, walls, skirtings and aluminium façade/glazing and the possible impact of cleaning products used on those items on the tiles and grout. Care must be taken to ensure that the cleaning products used on these items do not come into contact with the tiles and grout.

Probuild recommend monthly cleaning of balcony wastes and overflow drainage systems. It is the owner's responsibility to maintain effective operation of these systems. This inner city location is subject to a lot of wind blown debris, including plastic bags, leaf matter, etc. which can block drains and overflows and so this maintenance is essential.

Subcontractor / Supplier comments attached.

# BaronForge

Contractors (Vic) Pty Ltd

62 -70 Export Drive  
Brooklyn VIC 3012 Australia  
PO Box 186 Highpoint 3032  
[www.baronforge.com.au](http://www.baronforge.com.au)  
Telephone: 03 9315 3225  
Facsimile: 03 9315 3227

Attention: Peter Bortolin  
Probuild Constructions

22 November 2011

## **PRODUCTS MAINTENANCE – ROI Apts, 648a Nicholson St Fitzroy North**

### **PRODUCTS INSTALLED**

- Internal Apt Floor Tile – 300x300 Leo Black supplied by National Tiles
- External Apt Balcony Tile – 300x300 & 600x300 Black Rough supplied by National Tiles
- Wall Tiles – 19mm round white Avalanche mosaic tile supplied by National Tiles
- Apt (4.09-4.13) Internal Floor Tile – 450x450 Black mat supplied by National Tiles
- Apt (4.09-4.13) External Floor Tile – 450x450 Black rough supplied by National Tiles
- Apt (4.09-4.13) Glass Wall Mosaics supplied by Ceramic Solutions
- Lobby Stone – 600x300x20 Bluestone supplied by Baron Forge
- Lobby Stone – 600x300x20 Antique white supplied by Baron Forge
- Courtyard Terrazzo Pavers – 600x300x50 supplied By Best Point

### **CERAMIC FLOOR TILES**

The floor tiles require ongoing maintenance. Regular sweeps with a soft broom will keep floors free of dirt and grit, and minimise scratching. A vacuum can perform the same task, however we recommend the use of a rubber or felt suction head on the vacuum.

For removal of grime we suggest regular mopping or sponging with warm water and a neutral detergent. This is important in areas more susceptible to 'grease and oil' build up such as kitchens and showers.

Cracked or chipped tiles can be replaced. Firstly, the grout must be chipped out from around the damaged tile. The tile is then levered or broken out. The surface must be cleared of set adhesive and grit before a new tile is laid.

### **CERAMIC WALL TILES**

The wall tiles require regular cleaning. These areas have been tiled to protect the walls from water and liquid penetration; therefore they are in 'high impact' areas. Generally wall tiles can be cleaned with warm water and a neutral detergent.

Splashback tiles are subject to cooking oils and body fats. These can be cleaned with warm water and a neutral detergent and degreaser. The wall tiles to the shower area can be cleaned (following manufacturers directions) with a domestic shower cleaning product and sponge.

### **STONE MAINTENANCE & CARE**

The stone installed in the lobbies requires responsible use and regular maintenance.

Bluestone and Granite (natural stones) has a higher resistance to staining and wear than the marble and limestone.

All spills should be removed or cleaned up immediately. Natural stone is a porous material (even where it has been protected with a stain proof sealer). Bluestone is a more porous stone than granite. Some spills may stain or etch the stone. The period of time the spill is left may determine the extent of the stain. The stone can be cleaned with a warm, damp, fibre free cloth. Only PH neutral detergent should be used for general clean ups.

The application of a sealer does not stop staining, it minimises the penetration of the spill into the stone. These products help preserve the appearance of the stone.

Avoid extreme temperatures on the stone. Use temperature absorbent mats under hot and cold appliances. Items such as toasters and hair straighteners can discolour the surface of the stone.

Do not apply heavy loads as concentrated point loads can cause local damage, and point and spread loads can crack the slab.

## APPENDIX 3

### CARPET MAINTENANCE MANUAL

Probuild Comments:

Regular vacuuming of the whole carpet should be undertaken even when the carpet is not particularly dirty. Special attention is required for heavy traffic areas such as doorways, entrances and edges of the carpet where it joins hard floors. Professional cleaning should take place every 12 months. Please refer to the Feltex cleaning maintenance for stain removal recommendations. Solar damage or fading of the carpet is likely over time if internal blinds are not closed to reduce the impact of UV radiation.

Subcontractor / Supplier comments attached.



***CARPET MAINTENANCE  
MANUAL***

***FOR***

***CDS 12395***

***100% WOOL CARPET***

# WOOL CARPET MAINTENANCE

## 1. INTRODUCTION

Correct and regular maintenance will increase the life span of a carpet, and also help maintain its good appearance. Cleaning should be proportional to the amount of soiling to which the carpet is subjected: the more dirt deposited on the carpet, the more intensive the maintenance programme required.

The following are the four basic steps of an adequate maintenance programme:

- Regular vacuuming
- Intermediate surface brightening
- Periodic wet cleaning
- Removal of stains and spills

Specialised equipment is required to carry out this maintenance programme, as well as knowledge on how and when to use it.

This paper is an introduction to the increasingly sophisticated techniques of carpet maintenance.

## 2. CLEANING EQUIPMENT

Dirt can be removed from carpets either dry (e.g. suction cleaning) or wet (e.g. shampooing). The principal methods of dirt removal are:

- |             |   |     |
|-------------|---|-----|
| <u>Dry:</u> | Sweeping  | (A) |
|             | Beating   | (B) |
|             | Suction   | (C) |
| <u>Wet:</u> | Brushing with shampoo   | (D) |
|             | Rinsing (with/without) chemicals                                      | (E) |
|             | Absorption on to fibrous pads   | (F) |
|             | Absorption on to powders<br>(solvent + water + detergent impregnated) | (G) |



Cleaning Chemicals

High foam shampoo	X
Low foam cleaning agent	Y
Mixture of solvents, detergents, etc.	Z

The principles on which carpet cleaning machines are based can be described as follows:

Cleaning Machine Type	Uses Principle	Chemical used
Carpet sweeper	A	--
Plain suction (Vacuum) cleaner	C	--
Upright vacuum cleaner	(A+C) or (A+B+C)	--
Rotary brush shampooer	D	X
Cylindrical brush shampooer	D (sometimes + C)	X
Bonnet cleaning (1)	F	Y
Spray extraction cleaning	E (sometimes + D)	Y
Impregnated compound cleaning	G + (A + C)	Z
Factory cleaning	(B+C) + D + E + drying	X

- (1) Uses a circular pad made of coarse, looped absorbent yarns fitted to rotary shampooer (in place of brush).

### 3. **CLEANING SCHEDULES**

Daily maintenance of a carpet consists of the removal of surface debris and dry particulate soil from the depth of the pile by means of a carpet sweeper or various types of suction machine. Periodically wet cleaning is required to remove soiling which is not remove by daily maintenance (greasy, oily and other sticky substances, accumulated dirt which discolours and otherwise affects carpet pile.) Where the carpet can be removed (e.g. rugs, carpet squares), factory cleaning (carpet washing) is the best method of cleaning.

The type of carpet, the size of the installation, type of furnishings, accessibility and degree of soiling will decide the choice of equipment that is most suitable for speed and efficiency. It is therefore impossible to recommend a cleaning schedule that will deal effectively with all locations.

Carpet cleaning is often a compromise in that the most effective technique must be chosen which causes the least damage to the floorcovering. Techniques which are beneficial to the carpet may not adequately clean it.

So, at least in principle, more frequent and less severe cleaning is advisable. However, in practice, carpets are all too often neglected for too long, and harsher methods to deal with the heavy soiling are then required.

#### Cleaning Chemicals

Wet cleaning in general is governed by four factors:

1. Mechanical action
2. Temperature
3. Time
4. Chemical (detergent or shampoo)

In carpet cleaning, where the input of mechanical action is very short and the temperature low, much depends on the response of the fibre and the quality of the cleaning chemical used. Mechanical action should be as low as possible commensurate with a good cleaning result to prevent pile distortion, so the choice of carpet detergent becomes of paramount importance. While there is a good choice of very satisfactory high and low foam detergents available, there are also still a number of rogue products on the market, particularly with too high an alkalinity.

The basic requirements of cleaning chemicals for use on wool are:

- \* Low alkalinity
- \* Non-sticky residue on drying
- \* Good cleaning power
- \* No added bleaches, dyes, etc.

The reasons for these requirements are:

- High alkalinity (often, but not always, reflected in high pH) can cause colour bleeding with dyed yarns, pigment bleeding in natural berbers, jute staining of pile surface in light coloured carpets and, in extreme cases, yellowing and weakening of the wool fibres.
- Sticky residues cause quicker resoiling
- Poor cleaning performance necessitates excessive mechanical agitation of the pile.
- Additives can cause uneven cleaning results, bleaching or change of colours, etc.

#### **4. RECOMMENDED CLEANING METHODS FOR WOOL CARPETS**

There are no hard and fast rules on which cleaning technique is the best for wool carpets. This depends largely on the type of carpet concerned and the degree of soiling.

As a general rule, cleaning methods involving brushes or beaters should be avoided on long pile or coarser loop pile wool carpets. In these cases plain suction vacuum and spray extraction wet cleaning are often the best methods (See Tables 1 & 2), but much will depend too on the skill of the operator - no technique is completely foolproof.

The damage done to carpets in (wet) cleaning usually relates to over-wetting, too much mechanical action and the use of unsuitable shampoos and other chemicals (See Table 3).

Wet cleaning has both positive and negative effects on the texture of carpets. The positive effects are:

- (a) Lifting of the carpet pile (all textures)
- (b) Improvement in tuft definition (loop pile, velours)
- (c) Improved handle (all textures)

All wet processes cause some untwisting of yarn (in cut-pile carpets), depending on the amount of moisture applied, mechanical action, degree of "setting" of the yarn, etc. Brushing causes some fuzzing (shampooing, but also upright vacuum cleaner). Ridging on some long pile carpets can be caused by some spray extraction cleaning tools.

##### **5. STAINS AND STAIN REMOVAL**

Stains can be:	Absorbed	-	Penetrated the fibres (e.g. coffee)
	Built up	-	On outside of fibres, usually stiff/hard (e.g. paint, chewing gum)
	Compound	-	Combination of above two (e.g. blood)

Removal methods:	Mechanical	-	Scooping up, absorption in tissues
	Solvent	-	Shampoo or dry cleaning solvent
	Chemical	-	Bleach
	Digestion	-	Enzymes

Procedure:

- Act quickly.
- Blot or scoop up.
- Treat stain with recommended agents, small amounts at a time (check first for bleaching or colour transfer on patterned carpets).
- Work from edge of stain inwards.
- Do not rub, do not over-wet.
- Absorb stain in wad of tissues weighed down until stain is completely removed (repeat procedure if necessary).

TABLE 1

DAILY MAINTENANCE (SUCTION CLEANING) TECHNIQUES FOR WOOL CARPETS

CLEANING TECHNIQUE	CARPET CONSTRUCTION									COMMENTS	
	LEVEL LOOP PILE	CUT PILE (PLAIN)	CUT PILE (PATTERNED)	HARD TWIST	SEMI-SHAG	SHAG-PILE	ORIENTALS, RUGS, ETC.				
Carpet sweeper	*	*	*	*	*	*	*	*	*	*	Only removes surface debris (litter), does not clean deep down.
Suction only	**	*	*	*	*	*	*	**	**	*	Reduced efficiency on carpets with impervious backing and stuck-down carpets.
Suction plus revolving beater bar/bristle strip	(1) *	**	**	**	**	**	**	O	**	**	Not suitable for stuck-down carpet installations; it may cause fuzzing on certain loop pile carpets.
Suction plus revolving bristle strips	(1) *	**	**	**	**	**	**	O	**	**	Recommended for those carpets with impervious backing, and stuck-down carpets; it may cause fuzzing on certain loop pile carpets.

(1) Not recommended for coarse loop pile carpets.

METHODS: \*\* BEST \* SUITABLE O OPTIONAL - LEAST SUITABLE

TABLE 4

## STAIN REMOVAL GUIDE FOR WOOL CARPETS

Stain	Carpet Shampoo Solution	Dry-cleaning fluid	Clear cold water	Other method
Beverages (Tea, coffee, soft drinks)	2		1	3 Laundry detergent (2%)
Bleach	1			
Blood			1	2 Laundry detergent (2%)
Butter	2	1		
Candle wax		2		1 Absorbent paper and hot iron
Chewing gum				1 Chewing gum remover
Chocolate	2		1	
Cooking Oil	2	1		
Cream	1	2		
Egg	1			
Fruit Juice			1	2 Laundry detergent (2%)
Furniture polish	2	1		3 Call cleaner
Gravy and sauce	2			1 Warm water
Ink (fountain pen)			1	2 Laundry detergent (2%)
Ink (ball point)	2			1 Methylated spirits
Lipstick	2	1		
Metal polish	2			1 Brush off when dry
Milk	2			3 Methylated spirits
Mustard	1			1 Warm water
Nail polish		2		1 Nail polish remover or acetone
Oil and grease	2	1		
Paint (emulsion)	2		1	
Paint (oil)	3	2		1 Turpentine or white spirit
Rust	2	1		4 Call cleaner 3 Rust remover 4 Call cleaner
Salad dressing	1	2		
Shoe polish	2	1		
Soot	2			
Tar		1		1 Vacuum. 3) Call cleaner
Urine (fresh stain)	1			
Urine (old stain)				1 Call cleaner
Vomit	1			
Wine			1	2 Laundry detergent

"CALL CLEANER": CALL IN PROFESSIONAL CARPET CLEANER FOR ASSISTANCE

EFFECT OF WET CLEANING AND ACCIDENTAL SPILLAGE ON WOOL CARPETS

	Damage, Effect	Caused by	Contributory Carpet Fault or Weakness
PILE SURFACE	Fuzzing, fluffing, cobwebbing, felting	Excessive mechanical agitation in wet cleaning (shampooing or stain removal).	Low yarn twist, coarse loose loop, long pile
	Browning (surface)	Pigments from naturally coloured wool, jute or foam backing and over-wetting of carpet.	Neutral or alkaline pH of naturally coloured wools; loose pigments in backing material
PILE MASS	Excessive yarn untwisting (pile burst)	Water-based spillage or wet cleaning	Low yarn twist, unset or insufficiently set yarn
	Colour bleeding (in multi-coloured patterned carpets)	Water spillage or wet cleaning: high pH cleaning chemicals	Dyestuffs used with insufficient wet fastness
BACKING	Shrinkage	Over-wetting during cleaning, flooding of carpets	Jute (and/or cotton) backing fabric
	Delamination (tufted or foam backed carpets)	General wear	Insufficient adhesion between primary and secondary or foam backing
	Decomposition or deformation (foam backed carpets)	Dry cleaning solvents (stain removal)	

TABLE 2

WET CLEANING TECHNIQUES FOR WOOL CARPETS (PERIODIC CLEANING)

CLEANING TECHNIQUE	CARPET CONSTRUCTION								COMMENTS
	LEVEL LOOP PILE	CUT PILE (PLAIN)	CUT PILE (PATTERNED)	HARD TWIST	SEMI-SHAG	SHAG-PILE	ORIENTALS, RUGS, ETC.		
Single or multibrush Rotary shampooer	(1) *	O	**	O	O	-	O	Cut-pile carpets: raise pile with rake or brush when still moist. Efficient pile surface cleaner.	
Cylindrical brush Shampooer	(1) *	*	*	*	*	O	O	Basically for intermediate cleaning: Not suitable for heavily soiled carpet	
Bonnet cleaning	*	*	*	*	*	O	-	Effective deep-cleaner, moderately efficient surface cleaner.	
• Smooth wand	**	**	*	**	**	**	O	Mainly for large carpeted areas, especially suitable for stuck-down installations.	
• Rotating or oscillating brush attachment	(1) *	*	**	*	O	-	-	Basically for intermediate cleaning only, not suitable for heavily soiled carpets.	
Impregnated Compound cleaner	*	O	*	*	*	*	-	Most efficient cleaning technique, but caused shrinkage with natural fibre backings; used only if carpet can be economically removed and satisfactorily refitted.	

• Spray extraction machine

(1) Not recommended for coarse loop pile carpets.

METHODS: \*\* BEST \* SUITABLE O OPTIONAL - LEAST SUITABLE

**APPENDIX 4**  
**HYDRAULIC SERVICES MAINTENANCE MANUAL**



## ROI APARTMENTS

Monday, August 08, 2011

### SANITARY FIXTURES CLEANING PROCEDURES:

1. Recommended: Any bathroom or kitchen products should only be cleaned with non scouring sponges and non abrasive cleaners. Plant based cleaning products without any chemicals recommended.
2. Not Recommended: Any bathroom or kitchen product should not be cleaned with abrasive materials eg. steel wool/scourers. Do not use any corrosive or abrasive cleaning agents containing acids or scouring agents. Bleaches can also discolour products and therefore should not be used. Damage caused by any improper treatment is not covered by the product warranty.

PROJECT: APARTMENTS AT 648A Nicholson St Nth Fitzroy

## Trades Amenities	DESCRIPTION	CODE	SUPPLIER	PRODUCT
<b>## All Apartments##</b>				
<b>** KITCHEN/LAUNDRY **</b>				
Sink/Dishwasher	Single Bowl	KA09	Reece	Blancogamma Mu 1k5 U/mount single bowl 450 s/s
	Double Bowl	KA10	Reece	Steel Queen SQX 120C-L
	Mixer	KA08	Rodgerseller	Tonic Motion square sink mixer
Trough	Inset	BA12	Reece	Robin Hood Supertub ST7000SLIMA
Trough	Inset	BA12	Reece	Clark Eureka Mini Tub & Cabinet
	Mixer	BA13	Reece	Caroma Venicia Sink Mixer
W Machine	W M Stops	BA14	Reece	Dura RA WM Stops (pr)
<b>** BATHROOM **</b>				
Toilet	Suite	BA08	Rodgerseller	Architect Toilet & Sof Closing Lid
Basin	Wall basin	BA01	Reece	Pozzi Lavabi 500 700 Basin
	P&W	BA02	Reece	Mizu P&W
	Trap		Rodgerseller	Rodger Seller Chrome Bottle Trap
	Mixer	KA08	Rodgerseller	Tonic Motion square
<b>## All Apartments##</b>				
<b>** Shower **</b>				
	Base	BA10	Reece	1400 x 800 poly marble (Showerline Manufacturer)
	Base	BA11	Reece	1050 x 800 poly marble (Showerline Manufacturer)
	Wall Mixer	BA05	Rodgerseller	Tonic Motion
	Rose	BA04	Rodgerseller	Space 120 Shr Head
Bath/Shr	Bath	BA15	Reece	Posh Kensington Shower Bath
Bath/Shr	Bath	BA17	Reece	Posh Solus Rectangle
	P&W	BA02	Reece	Mizu P&W
	Wall Mixer/Divert	BA19	Rodgerseller	Tonic Motion with divertor
		BA04	Rodgerseller	Space 120 Shr Head

**APPENDIX 5**  
**ELECTRICAL SERVICE MAINTENANCE MANUAL**



# INDEX

## Section 1

Lighting Schedule  
Lamp Replacement Details  
Lighting Tech Data

## Section 2

Telecommunication and Data Systems

## Section 3

Building Access and Intercom Systems

Watters Electrical  
(Aust) Pty Ltd  
24 Network Drive  
Port Melbourne 3207  
PO Box 79  
Port Melbourne 3207  
Phone 03 9646 3333  
Facsimile 03 9645 4336  
info@watters.com.au  
www.watters.com.au  
ABN 88 128 370 570  
REC 18545

Offices also at:

Geelong  
03 9646 3333

Shepparton  
03 5821 3944

Albury  
02 6043 2888

Adelaide  
08 8356 7200

Cobram  
03 5871 2604

Eildon  
03 5774 2177

Bendigo  
03 5441 3023

Mildura  
03 5023 6222



# Section 1

## Lighting Schedule

## Lamp Replacement Details

## Lighting Tech Data

Watters Electrical  
(Aust) Pty Ltd  
24 Network Drive  
Port Melbourne 3207  
PO Box 79  
Port Melbourne 3207  
Phone 03 9646 3333  
Facsimile 03 9646 4336  
info@watters.com.au  
www.watters.com.au  
ABN 88 128 370 670  
REC 18546

Offices also at:-

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Shepparton  
03 5821 3944

Albury  
02 6043 2888

Adelaide  
08 8356 7200

Cobram  
03 5871 2604

Eildon  
03 5774 2177

Bendigo  
03 5441 3023

Mildura  
03 5023 6222





Name ROI APARTMENTS  
Code: ESP4078-D-REV

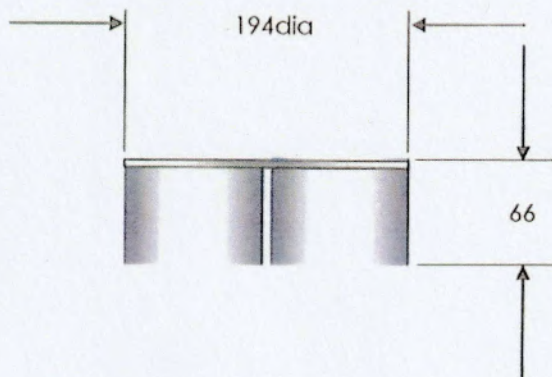
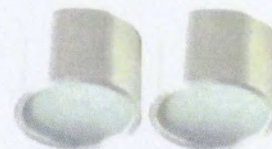
# Type CF

## Application:

Residential, commercial, hospitality, retail display

## Features:


Surface mounted TWIN downlight  
White enamel paint finish  
Aluminium trim and body  
Hi temp wiring (105DEG)  
To suit 2X14W GX5.3CFL LAMP  
Modern design  
Frost glass lens



## Data sheet

# eros

**Voltage:** 240v AC / 50 Hz  
**Electrical:** NA  
**Class:** IP20  
**Color:** WHITE SAND  
**Lamp:** 14W cfl 3000k  
**Socket:** gx5.3  
**Dimensions:** as shown  
**Cutout:**

  
**RoHS**  
**CE**

commercial residential hospitality retail cafe bar

Eros lighting & living p/l  
2/55 Parer rd  
Airport west  
3042 Victoria  
Australia.

t: +61 3 9338 8818  
f: +61 3 9338 8836  
e: jam@eroslighting.com.au  
W: www.eroslighting.com.au

PO Box 259, Niddrie  
Victoria, 3042  
Australia

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to this document without prior notice.



Name ROI APARTMENTS  
Code: ESP4078-D-REV

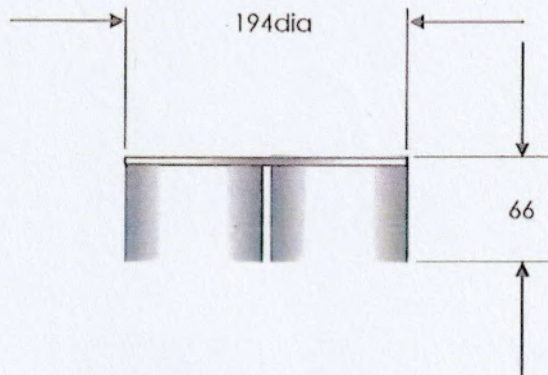
# Type CFD

## Application:

Residential, commercial, hospitality, retail display

## Features:

Surface mounted TWIN downlight  
White enamel paint finish  
Aluminium trim and body  
Hi temp wiring (105DEG)  
To suit 2X9W GX5.3 DIMMABLE CFL LAMP  
Modern design  
Frost glass lens



## Data sheet

# eros

**Voltage:** 240v AC / 50 Hz  
**Electrical:** NA  
**Class:** IP20  
**Color:** WHITE SAND  
**Lamp:** 9W DIMMABLE cfl 3000k  
**Socket:** gx5.3  
**Dimensions:** as shown  
**Cutout:**



RoHS

CE

commercial residential hospitality retail cafe bar

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Name ROI APARTMENTS  
Code: ESP4069-REV

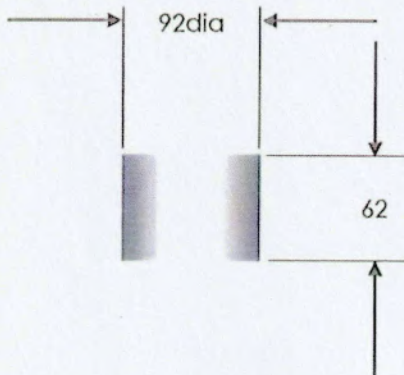
# Type CFS

## Application:

Residential, commercial, hospitality, retail display

## Features:

Surface mounted downlight  
White enamel paint finish  
Aluminium trim and body  
Hi temp wiring (105DEG)  
To suit 14W GX5.3 CFL LAMP  
Modern design  
Frost glass lens



## Data sheet

# eros

commercial residential hospitality retail cafe bar

**Voltage:** 240v AC / 50 Hz  
**Electrical:** NA  
**Class:** IP20  
**Color:** WHITE SAND  
**Lamp:** 14w gx5.3 cfl 3000k  
**Socket:** gx5.3  
**Dimensions:** as shown  
**Cutout:**

**RoHS**

**CE**

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2/55 Parer rd  
Airport west  
3042 Victoria  
Australia.

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f: +61 3 9338 8836  
e: jam@eroslighting.com.au  
W: www.eroslighting.com.au

PO Box 259, Niddrie  
Victoria, 3042  
Australia

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# ROI APARTMENTS



Type No: **FB-FB6 - Single fluorescent batten with Diffuser**

**FB- PLFB28 1x28w**

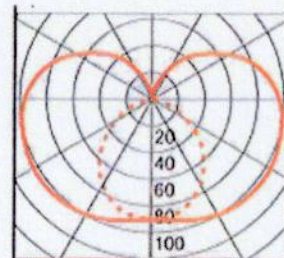
**FB6- PLFB14 1x14w**

Slimline T5 batten linkable, fluorescent diffused batten used for areas where confined linear lighting is suitable. All supplied with T5 energy saving tubes. An efficient HF electronic ballast ensures economical running during operation. The product body is made from aluminium and a reeded prismatic lens completes the product. Mounting clips are supplied for ease of installation. A range of 14w, 21w, 28w & 35w models all that can be connected via a direct butt connection or flexible 30cm lead connection. Ease of installation is completed with a 3 pin flex and plug base lead. Product supplied complete with all components. Flexible joiner, butt joiner, mounting clips and lead with 3 pin plug base



## Features:

- Easy installation
- Easy lamp replacement
- Supplied complete with lamp
- 



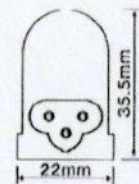
## Lamp type:

1x28w T5/T16 linear fluorescent 3000k



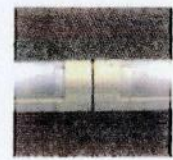
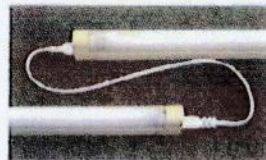
## Control gear:

ELECTRONIC BALLAST-  
Australian approved  
EN61347-1-2001  
EN61347-2-3-2001+A1+A2  
EN55015-2006  
EN61547-1995+A1  
EN6100-3-2-2006  
EN61000-3-2-1995+A1+A2



## Dimensions:

FB - 1173mm  
FB6 - 573mm



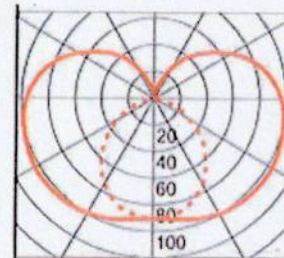
**Type No: SL6 - PLDB14 Single fluorescent batten with Diffuser**

Slimline T5 batten linkable, fluorescent diffused batten used for areas where confined linear lighting is suitable. All supplied with T5 energy saving tubes. An efficient HF electronic ballast ensures economical running during operation. The product body is made from aluminium and a reeded prismatic lens completes the product. Mounting clips are supplied for ease of installation. A range of 14w, 21w, 28w & 35w models all that can be connected via a direct butt connection or flexible 30cm lead connection. Ease of installation is completed with a 3 pin flex and plug base lead. Product supplied complete with all components. Flexible joiner, butt joiner, mounting clips and lead with 3 pin plug base



**Features:**

- Easy installation
- Easy lamp replacement
- Supplied complete with lamp



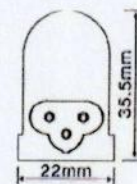
**Lamp type:**

1x14w T5/T16 linear fluorescent 3000k



**Control gear:**

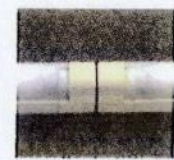
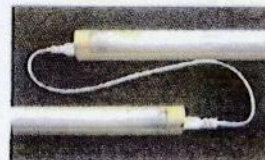
ELECTRONIC BALLAST-  
 Australian approved  
 EN61347-1-2001  
 EN61347-2-3-2001+A1+A2  
 EN55015-2006  
 EN61547-1995+A1  
 EN6100-3-2-2006  
 EN61000-3-2-1995+A1+A2



**Dimensions:**

As shown

SL6 - 573mm length



# ROI APARTMENTS

 **DesignLite**

Type No: DLW - 13w GU10 IP44  
Downlight

Recessed IP44 downlight idea for wet areas. The front glass is sealed to the aluminium front trim, with another silicon rubber seal used against the ceiling to ensure IP44. Supplied complete with 240w GU10 halogen lamp



#### Features:

- Easy installation
- Easy lamp replacement
- Supplied complete with lamp

#### Lamp type:

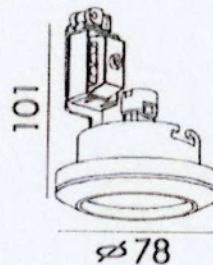
1 x 13w GU10 240v 2700/3000K

#### Control gear:

Not required

#### Dimensions:

As shown



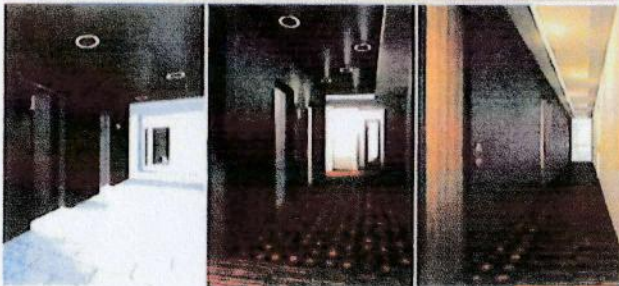
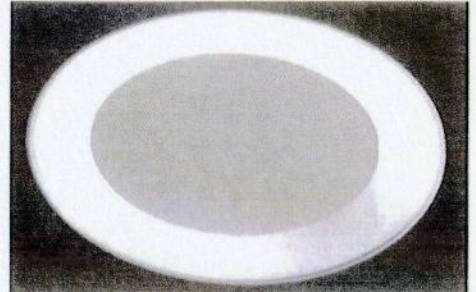
1/19 Macquarie Drive, Thomastown, Vic. 3074 T: 0394646642 F: 0394645504  
www.designlite.com.au Email: sales@designlite.com.au

Project : Roi apartments  
Cat no : ESP4073-22w

# Type DL

## Description.

- Body made from metal/ aluminium
- Slimline design for discreet mounting (easy install)
- Pmma opal diffuser
- Easy install clips
- Matt white paint finish
- Efficient 40w circular T5 flourescent lamp
- Integral electronic ballast (non dimmable)Atco tridonic or equal
- 240vac 50Hz
- Various lamp options available upon request
- Suitable for corridors, apartments, lobby areas, commercial
- SUPPLIED C/W 3 CORE FLEX AND PLUG



## Data sheet

# eros

commercial residential hospitality retail cafe bar

Eros lighting & living p/l  
2/55 Parer rd  
Airport west  
3042 Victoria  
Australia.

t: +61 3 9338 8818  
f: +61 3 9338 8836  
e: jam@eroslighting.com.au  
W: www.eroslighting.com.au

Class: IP20  
Color: white  
Gear: Australian approved electronic  
Lamp: 22w t5 3000k triphosper tube  
Dimensions: 365mm dia x 100mm deep

PO Box 259, Niddrie  
Victoria, 3042  
Australia

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2/11

# ROI APARTMENTS

 **DesignLite**

Type No: LV - PL4084 1x35w Deep Can  
ELV Downlight

Recessed deep can downlight. Manufactured from machined aluminium with the surface natural anodized finish. Designed using IRC low voltage MR16 halogen lamps. The product is supplied complete with 35w IRC lamp and matching Australian approved electronic low voltage transformer. Lamp replacement is from the front, by unscrewing the lamp retaining ring.



#### Features:

- Easy installation
- Easy lamp replacement
- Supplied complete with IRC lamp
- Natural anodized surface finish

#### Lamp type:

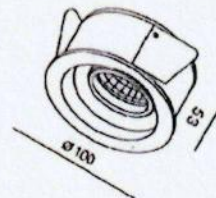
1 x35w MR16 IRC 12v

#### Control gear:

ELECTRONIC BALLAST-  
Australian approved  
EN61347-1-2001  
EN61347-2-3-2001+A1+A2  
EN55015-2006  
EN61547-1995+A1  
EN6100-3-2-2006  
EN61000-3-2-1995+A1+A2

#### Dimensions:

As shown



1/19 Macquarie Drive, Thomastown, Vic, 3074 T: 0394646642 F: 0394645504  
www.designlite.com.au Email: sales@designlite.com.au

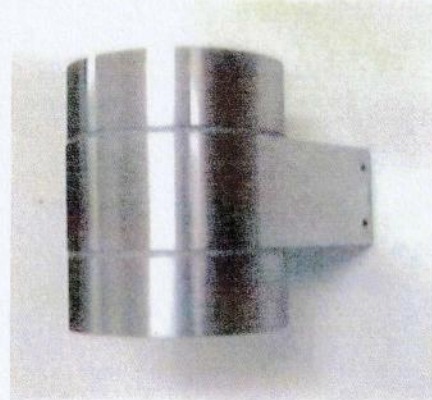
# ROI APARTMENTS



# DesignLite

Type No: WL - PL4075 2 x11w IP54  
Wall mount Up/Down

Wall mount IP54 Up/Down. Manufactured from machined aluminium, and finished in natural anodized. Designed as an exterior for dramatic lighting effects in landscape and exterior architecture. Screw off top and bottom trims allows for easy lamp replacement



#### Features:

- Easy installation
- Easy lamp replacement
- Supplied complete with IRC lamp
- Natural anodized surface finish

#### Lamp type:

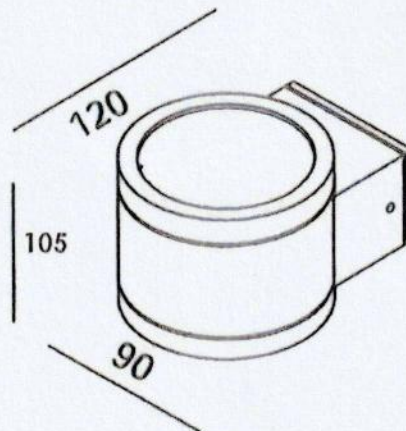
2 x 11w GX53 compact fluorescent

#### Control gear:

Not required  
Built into electronic lamp base

#### Dimensions:

As shown



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www.designlite.com.au Email: sales@designlite.com.au



### Smooth Linear Dimming with Significant Energy Savings

MEGAMAN® has invented the world's first linear dimming CFL that is operable on conventional dimmer switches, and allows you to choose between full output or atmospheric lighting. The DimmerABLE® lamps work perfectly on compatible incandescent dimmers or electronic scene setters with absolutely no additional control wiring or transformers needed.

**Note:** DimmerABLE® Lamps operate differently to standard incandescent lamps and cannot be replaced one for one on a lighting circuit. Please see the table below for the permissible loadings. Megaman® will not be responsible for installations completed where these loadings are ignored. The most suitable type of dimmer for DimmerABLE® Lamps is the inductive type of dimmer. DimmerABLE® Lamps are not recommended for use with soft start, digital, slide or touch dimmers; as these can have a high in-rush current.

#### Notes:

- Dimmer range limiting potentiometers will require setting during installation.
- DimmerABLE® GU10 lamps will be affected by overheating / incompatible fittings in the same way non-dimming reflector lamps suffer.
- Dimming controls with preset levels need to be configured during installation of the system.
- If DimmerABLE® Lamp are used with non approved dimmers, and unusual lamp performance is experienced (i.e. early extinguishment or flashing), lamp life will be effected. Simply changing the dimmer will not recover previously damaged lamps & therefore the damaged lamps should be replaced.
- Installations with excessive electrical disturbance, non-standard supply features or poor mains harmonics, may require additional measures in order to be to be 100% compatible with DimmerABLE® lamps.
- DimmerABLE® Lamps should be switched on at 100% output to allow them to warm up. It is advisable to leave them at 100% for a minute or so before dimming.
- The use of "intermediate switching" with DimmerABLE® Lamps (2 way switching using 1 dimmer & 1 switch) is not allowed.



## Section 2

# Telecommunication and Data Systems

Watters Electrical  
(Aust) Pty Ltd  
24 Network Drive  
Port Melbourne 3207  
PO Box 79  
Port Melbourne 3207  
Phone 03 9646 3333  
Facsimile 03 9645 4336  
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www.watters.com.au  
ABN 88 128 370 570  
REC 18545

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Adelaide  
08 8356 7200

Cobram  
03 5871 2604

Eildon  
03 5774 2177

Bendigo  
03 5441 3023

Mildura  
03 5023 6222



## MAINTENANCE AND PROCEDURES

The operation of the telephone and data cabling within your apartment should be straight forward as your chosen service provider will complete all the connections or jumpering for you at the main service telephone frames during their setup or installation phase. As this is considered a passive connection, or no active & moving parts this service should never need be altered again.

The connections you require in each room should be achievable as all the cabling throughout your apartment is bridged or joined together. If you require further information on your cabling please contact your building manager. If further clarifications are required regarding the telephone or internet connections please contact your chosen service provider.

## **OPERATING THE SYSTEM AND EQUIPMENT**

As the system is passive with no moving parts or electronics, no maintenance is required. Preventative maintenance is the key to a smooth and always operative cabling system. An informal understanding of the system will enable you to gain connections into any area of your apartment where a voice jack is located.

Examples of preventative maintenance would be to keep the voice jacks clean and free of dust. Keep the areas clear and free of clutter and keep table or chair legs away from potentially hitting or damaging your voice jacks or telephone leads.

Maintenance of the infrastructure should only be undertaken by persons with an ACMA license and vendor accreditation or relevant building entry approval or accreditation.

Remember –

The issue is not just cosmetic. An unmanaged and unsightly telephone connection will lead to problems. Why? - Because it takes longer to sort out cables & identify faults. This all leads to poor performance.

Enjoy your apartment system...



## Section 3

# Building Access and Intercom Systems

Watters Electrical  
(Aust) Pty Ltd  
24 Network Drive  
Port Melbourne 3207  
PO Box 79  
Port Melbourne 3207  
Phone 03 9646 3333  
Facsimile 03 9645 4336  
info@watters.com.au  
www.watters.com.au  
ABN 88 128 370 670  
REC 18545

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03 5774 2177

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03 5441 3023

Mildura  
03 5023 6222



31 August , 2011

Wiltech Electrical & Security P/L  
Unit 15/44 Mahoneys Rd,  
Thomastown VIC 3074  
PH; (03)9460 6319  
FX; (03)9460 6320  
Mail; [service@wiltech.net.au](mailto:service@wiltech.net.au)

**Project; Roi Apartments- 648A Nicholson St, Nth Fitzroy**

Dear Daniel,

This letter serves to Advise that WILTECH E & S are the security contractor that will be delivering the service of the above mention site for Intercom, Access control & CCTV.

In the event of a fault occurring during the Warranty period or out of the warranty period all correspondence is to be directed to our service department; [service@wiltech.net.au](mailto:service@wiltech.net.au).

In the event that replacement cards/remotes are needed as a replacement or extra cards/remotes please direct to [service@wiltech.net.au](mailto:service@wiltech.net.au).

We highly recommend that the client/body corporate engages a Preventative Maintenance service with WILTECH E & S after the warranty period to ensure that the site/systems are kept in A1 Condition.

Yours sincerely,

(Mr) Brett Wilson.  
MANAGING DIRECTOR.



## ACCESS CONTROL OPERATION

### PEDESTRIAN ACCESS

1: SWIPE READER, OPEN THE DOOR. IF THE DOOR IS HELD OPENED FOR LONGER THAN 60 sec, AN AUDIBLE SOUNDER WILL ACTIVATE TO NOTIFY YOU TO CLOSE THE DOOR.

2: TO EXIT A LOCKED DOOR PRESS THE PUSH TO EXIT BUTTON WHICH WILL BE LOCATED NEAR THE DOOR

### CARPARK ACCESS

1: TO ENTER THE CARPARK YOU SWIPE THE READER AND THE GATE WILL OPEN.

2: TO EXIT THE CARPARK YOU DRIVE OVER AND INDUCTION LOOP NEAR THE GATE AND THE GATE WILL OPEN.

### LIFT ACCESS

1: YOU CALL THE LIFT. ONCE IN THE LIFT CAR YOU SWIPE THE READER AND SELECT THE FLOOR TO YOUR APARTMENT OR OTHERS FLOOR WHERE YOUR RESTRICTIONS ALLOW.

### INTERCOM ACCESS

VISITOR CALLS YOUR APARTMENT YOU ANSWER BY LIFTING THE HANDSET. TO LET THEM IN YOU PRESS THE BUTTON WITH THE KEY SYMBOL. THIS WILL OPEN THE DOOR AND ALLOWS THEM LIFT ACCESS. ONCE AT THE LIFT, THEY CALL THE LIFT, THEY WILL ONLY HAVE ACCESS TO THE FLOOR TO WHICH THE CALL WAS MADE TO.

**NB: THE DOORS YOU HAVE ACCESS TO WILL BE LIMITED BY THE RESTRICTIONS YOU ARE ASSIGNED.**



address: Unit 1, 37-39 Green St, Botany, NSW 2019  
 phone: 61 2 9700 1700  
 fax: 61 2 9700 1955  
 email: sales@fermaxaus.com.au

address: Unit 11, 8 Fortitude Cres, Andrews, QLD, 4220  
 phone: 61 7 5520 2266  
 fax: 61 7 5520 4591  
 email: qld@fermaxaus.com.au

address: Unit 30, 640-680 Geelong Rd, Brooklyn, VIC, 3012  
 phone: 61 3 9314 2220  
 fax: 61 3 9314 7772  
 email: vic@fermaxaus.com.au

NSW

QLD

VIC

## OPERATING INSTRUCTIONS FOR FERMAX INTERCOMS.

### HOW TO CALL AN APARTMENT

- Dial apartment number on code pad or search using arrow keys to scroll using digital display
- Push the "bell" button next to arrow key to call unit
- Speak into the Fermax intercom panel to communicate to unit when call is answered.

### TO ANSWER A CALL IN AN APARTMENT

*If unit is wired to monitor, make sure it is on (power light illuminated)*

- When called, lift handset and talk to visitor.

*If using video monitor, unit is on "open door" when called*

- To let visitor in, press button with the "key" symbol, the door will open.

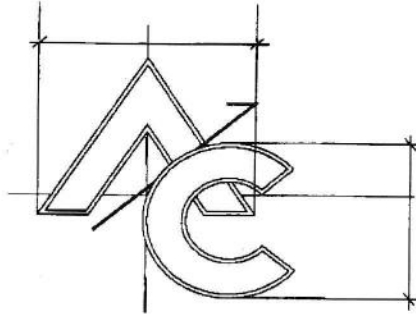
*If "security" is installed this will allow apartment to be accessed.*

### FOR ACCESS CONTROL

- Present access tag by moving the tag in close proximity towards the reader. A valid read will grant access.

**APPENDIX 6**  
**JOINERY MAINTENANCE PROCEDURE**





## AUSCRAFT

6 Lanyon Street, Dandenong, Victoria 3175, Australia

Ph: (03) 9794 9404 Fax: (03) 9791 8012

E-Mail: [ash@auscrafts.com](mailto:ash@auscrafts.com) Website: [www.auscrafts.com](http://www.auscrafts.com)

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### Care and Cleaning of Mirrors:

- The very best and safest cleaner for a mirror is clean, warm water used with a soft, lint-free cloth. Commercial cleaners that do not contain ammonia or vinegar may also be used.
- Never use acid or alkali cleaners for mirror cleanup after installation as these can attack the front surface, edges and backing of mirror.
- No abrasive cleaners should ever be used on any mirror surface.
- Care should always be taken to avoid getting the edges and backing of the mirror wet. Should they get wet, they should be dried off immediately.
- Cleaners should never be sprayed directly onto the face of a mirror. Always apply cleaner directly to soft, lint-free cloth and then wipe the mirror.
- The last step to cleaning a mirror is to make sure all surfaces, edges and joints are completely dry.

### Cleaning Glass Splashbacks:

- Give your glass cleaner a squirt onto the surface of your splashback, working your way from top to bottom. Don't go overboard. Focus attention on any areas with greasy marks or food residue.
- Always select a dry cloth that is lint free, or paper towel that is of a good quality. Starting at the top, gently wipe your glass splashback and remove all marks. This will clean up any grimy mess. You can also use warm water if you do not have a glass cleaner at home.
- To make your glass splashback shine, grab another dry, lint free cloth. The purpose of this step is to dry your glass kitchen splashback and "buff" it. Roughly, yet gently, rotate the lint free cloth in circles all over the glass until it is shiny.

**APPENDIX 11**

**ALUMINIUM WINDOW FRAMES & GLAZING MAINTENANCE  
MANUAL**



## **MAINTENANCE MANUAL**

Maintenance operation is to be divided into ordinary and extraordinary operation.

1. Ordinary maintenance operations consist of a specified periodical inspection. Verification is carried out with if necessary, technical instruments in order to ensure that the products are performing as expected.
2. Extraordinary maintenance operations consist of the replacement of components that have passed their life expectancy.

### **Timing for ordinary operation**

Frequent cleaning and washing is recommended in dependence on the grade of pollution caused by the traffic, industry, etc. is high. The frequency can be extended in rural area.

### **Care to avoid damages**

The cleaning of glazed surfaces, panels and metal frames need to proceed with suitable caution in order to avoid damage to materials and finished.

### **Care during cleaning**

Dust must be cleaned off the curtain wall especially off areas within the proximity of drainage holes, ventilation openings and pressure equalization chambers, using specific brushes with soft bristle. Air and water with adequate pressure must be used in order not to damage any 'anti-vermin' protection

### **Inspection and lubrication**

Special attention must be given to inspect, adjust and lubricate all accessories and mechanisms to guarantee the movement and functionality of vent openings or panels.

### **Cleaning Liquid**

All cleaning material must be suitable and compatible with the external components and made by a reputable company which satisfy the requirements for the finishes to which they are applied. Product should not be mixed unless specified by the manufacturer. For glazed surface use neutral material tension- active and slightly alkaline.

For other surface and finishes it is recommended to consult technical services and receive specific instructions for each particular case.



FACADE TREATMENT ENGINEERING PTY. LTD. [ABN: 45 147 328 443]

Address: Level 2, Suite 216 & 218, 1 Queens Road, Melbourne Vic 3004, Australia. Tel no.: 03 9863 8878 Fax no.: 03 9863 8879

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### **Washing and drying**

At the end of the cleaning operation all components must be rinsed off with water (possibly de-mineralized) avoiding drying with rag and the use of scribes in order to avoid scratching. The best solution to let it dry in the open air.

### **Operative and equipment**

Maintenance must be carried out by technical specialists with adequate specified equipment

**APPENDIX 12**  
**SHOWER SCREEN & GLAZING CLEANING PROCEDURE**

# **COLOURCOTE AUSTRALIA PTY LTD**

**ABN 47 086 755 928**

**71 Ashley Road, Yarrambat, 3091**

**Mobile: 0419 523 808**

**Fax: 9436 1892**

## **CARE AND MAINTENANCE FOR SHOWER SCREENS – ROI APARTMENTS**

Shower screen glass panels should be kept clean (Cleaned atleast weekly). Remove all soap stains, which if left uncleaned, can etch, marking the glass permanently.

A plastic squeegee is useful in removing excess water after use, therefore reducing build up of soap scum and mineral deposit residue.

Any reputable brand of shower cleaner can be used following the instructions on the packaging.

Under no circumstances should steel wool or similar be used to remove soap scum or mineral deposits from the glass.

Under no circumstances use solvent or harsh detergents, bleach or any other abrasive cleaner.

**APPENDIX 13**  
**FIRE SPRINKLERS CARE ADVICE**

# **firebase**

SPRINKLER SYSTEMS P/L

A.B.N. 074 062 076 046  
SUITE 21, 1 RICKETTS ROAD  
MOUNT WAVERLEY, VIC 3149  
TEL: (03) 9558-6466 FAX: (03) 9558-6477  
EMAIL: [admin@firebase.com.au](mailto:admin@firebase.com.au)  
WEB: [www.firebase.com.au](http://www.firebase.com.au)

14<sup>th</sup> December 2011

## **ROI APARTMENTS- Owner Manual**

### **CEILING SPRINKLER- DO's and DON'T's**

- DO NOT paint the sprinklers
- DO NOT hang anything from the sprinklers
- DO NOT install anything 500mm to the underside of the sprinklers
- In the event of an emergency, call 000 and our 24 hour emergency service 1800 335 035

\\Firebase-sbs\projects\Sprinklers\C241 ROI Apartments\correspond\other\C-241 Roi Apartments - Sprinkler Do's and Dont's.doc





**APPENDIX 14**

**GAS AND HOT WATER METER NUMBERS**

Unit No.	Construction Documents Apartment Numbering	Corresponding Hot Water Meter Number
16	G.27	12204259
17	G.29	12204255
18	G.31	12204256
19	G.33	12204258
20	G.34	12204252
21	G.35	12204254
22	G.32	12204253
23	G.30	12204261
24	G.28	12204257
25	G.26	12204260
26	G.24	12204179
27	G.22	12204177
28	G.20	12204172
29	G.18	12204180
30	G.16	12204174
31	G.15	12204173
32	G.17	12204178
33	G.19	12204176
34	G.21	12204181
35	G.23	12204175
115	1.27	12204157
116	1.29	12204250
117	1.31	12204153
118	1.33	12204244
119	1.35	12204161
120	1.34	12204243
121	1.32	12204242
122	1.30	12204171
123	1.28	12204251
124	1.26	12204155
125	1.24	12204168
126	1.22	12204162
127	1.20	12204156
128	1.18	12204160
129	1.17	12204246
130	1.16	12204245
131	1.15	12204152
132	1.19	12204159
133	1.21	12204247
134	1.23	12204158
217	2.25	12204299
218	2.27	12204301
219	2.29	12204300
220	2.31	12204293
221	2.33	12204297
222	2.35	12204298
223	2.37	12204187
224	2.36	12204189
225	2.34	12204296
226	2.32	12204295
227	2.30	12204294
228	2.28	12204292
229	2.26	12204241
230	2.24	12204233
231	2.22	12204234
232	2.20	12204235
233	2.19	12204239
234	2.18	12204237
235	2.17	12204238
236	2.21	12204240
237	2.23	12204232
316	3.23	12204215
317	3.25	12204212
318	3.27	12204213
319	3.29	12204210
320	3.31	12204206
321	3.30	12204208
322	3.28	12204205
323	3.26	12204209
324	3.24	12204221
325	3.22	12204214
326	3.21	12204217
327	3.20	12204216
328	3.19	12204218
329	3.18	12204220
330	3.17	12204219
331	3.16	12204182
332	3.15	12204207

Unit No.	Construction Documents Apartment Numbering	Corresponding Hot Water Meter Number
1	G.01	12204165
2	G.02	12204167
3	G.03	12204315
4	G.04	12204316
5	G.05	12204314
6	G.06	12204313
7	G.07	12204324
8	G.08	12204325
9	G.09	12204312
10	G.10	12204322
11	G.11	12204318
12	G.12	12204317
13	G.13	12204320
14	G.14	12204321
15	G.36	12204319
101	1.01	12204222
102	1.02	12204226
103	1.03	12204225
104	1.04	12204323
105	1.05	12204224
106	1.06	12204223
107	1.07	12204169
108	1.08	12204326
109	1.09	12204230
110	1.10	12204231
111	1.11	12204170
112	1.12	12204248
113	1.13	12204249
114	1.14	12204154
201	2.39	12204186
202	2.38	12204184
203	2.01	12204191
204	2.02	12204190
205	2.03	12204185
206	2.11	12204166
207	2.04	12204183
208	2.05	12204163
209	2.07	12204202
210	2.09	12204204
211	2.13	12204227
212	2.14	12204203
213	2.15	12204228
214	2.16	12204229
215	2.08	12204211
216	2.06	12204164
301	3.06	12204201
302	3.04	12204188
303	3.02	12204192
304	3.01	12204274
305	3.03	12204236
306	3.05	12204193
307	3.32	12204275
308	3.07	12204268
309	3.09	12204271
310	3.11	12204269
311	3.12	12204262
312	3.13	12204265
313	3.14	12204263
314	3.10	12204264
315	3.08	12204270
401	4.06	12204266
402	4.04	12204194
403	4.02	12204195
404	4.01	12204197
405	4.03	12204200
406	4.05	12204267
407	4.07	12204199
408	4.11	12204198
409	4.09	12204279
410	4.13	12204280
411	4.12	12204278
412	4.10	12204273
413	4.08	12204196
501	5.12	12204277
502	5.06	12204276
503	5.04	12204290
504	5.02	12204282
505	5.01	12204281

Roi Apartments Hot Water Meter Numbers and Gas Meter Numbers Spreadsheet

Unit No.	Construction Documents Apartment Numbering	Corresponding Hot Water Meter Number
506	5.03	12204283
507	5.05	12204272
508	5.07	12204291
509	5.09	12204289
510	5.11	12204285
511	5.10	12204284
512	5.08	12204288
601	6.12	12204306
602	6.06	12204307
603	6.04	12204311
604	6.02	12204308
605	6.01	12204304
606	6.03	12204302
607	6.05	12204309
608	6.07	12204286
609	6.09	12204287
610	6.11	12204310
611	6.10	12204305
612	6.08	12204303
East Building hot water plant		11HB00597
West Building hot water plant		11HB00714

Gas Meter Numbers

Hot Water Plant	8319QK
Apartment appliances	2249QG

**APPENDIX 15**

**APARTMENT CAR SPACES AND STORAGE AREA  
ALLOCATIONS SCHEDULE**

Unit No.	Construction Documents Apartment Numbering	House No.	Street Name	Locality	Corresponding Car Spaces Allocation Lot Number	Corresponding Storage Spaces Allocation Lot Number
16	G.27	4	Bik Lane	North Fitzroy	39	76a
17	G.29	4	Bik Lane	North Fitzroy	40	77a
18	G.31	4	Bik Lane	North Fitzroy	64	78a
19	G.33	4	Bik Lane	North Fitzroy	63	79a
20	G.34	4	Bik Lane	North Fitzroy	62	80a
21	G.35	4	Bik Lane	North Fitzroy	2	81a
22	G.32	4	Bik Lane	North Fitzroy	5	Backyard shed
23	G.30	4	Bik Lane	North Fitzroy	66	Backyard shed
24	G.28	4	Bik Lane	North Fitzroy	No space allocated	Backyard shed
25	G.26	4	Bik Lane	North Fitzroy	67	Backyard shed
26	G.24	4	Bik Lane	North Fitzroy	7	Backyard shed
27	G.22	4	Bik Lane	North Fitzroy	68	Backyard shed
28	G.20	4	Bik Lane	North Fitzroy	69	Backyard shed
29	G.18	4	Bik Lane	North Fitzroy	60	Backyard shed
30	G.16	4	Bik Lane	North Fitzroy	No space allocated	Backyard shed
31	G.15	4	Bik Lane	North Fitzroy	140	Backyard shed
32	G.17	4	Bik Lane	North Fitzroy	4	67a
33	G.19	4	Bik Lane	North Fitzroy	29	73a
34	G.21	4	Bik Lane	North Fitzroy	37	74a
35	G.23	4	Bik Lane	North Fitzroy	38	75a
115	1.27	4	Bik Lane	North Fitzroy	70	116a
116	1.29	4	Bik Lane	North Fitzroy	35	118a
117	1.31	4	Bik Lane	North Fitzroy	137	22a
118	1.33	4	Bik Lane	North Fitzroy	8	121a
119	1.35	4	Bik Lane	North Fitzroy	65	123a
120	1.34	4	Bik Lane	North Fitzroy	82	122a
121	1.32	4	Bik Lane	North Fitzroy	22	12a
122	1.30	4	Bik Lane	North Fitzroy	36	119a
123	1.28	4	Bik Lane	North Fitzroy	23	120a
124	1.26	4	Bik Lane	North Fitzroy	34	117a
125	1.24	4	Bik Lane	North Fitzroy	24	16a
126	1.22	4	Bik Lane	North Fitzroy	32	115a
127	1.20	4	Bik Lane	North Fitzroy	30	15a
128	1.18	4	Bik Lane	North Fitzroy	27	110a
129	1.17	4	Bik Lane	North Fitzroy	26 & 142	109a
130	1.16	4	Bik Lane	North Fitzroy	25	91a
131	1.15	4	Bik Lane	North Fitzroy	78	113a
132	1.19	4	Bik Lane	North Fitzroy	31	41a
133	1.21	4	Bik Lane	North Fitzroy	61	112a
134	1.23	4	Bik Lane	North Fitzroy	33	114a
217	2.25	4	Bik Lane	North Fitzroy	No space allocated	124a
218	2.27	4	Bik Lane	North Fitzroy	47	125a
219	2.29	4	Bik Lane	North Fitzroy	No space allocated	126a
220	2.31	4	Bik Lane	North Fitzroy	No space allocated	62a
221	2.33	4	Bik Lane	North Fitzroy	44	128a
222	2.35	4	Bik Lane	North Fitzroy	42	101a
223	2.37	4	Bik Lane	North Fitzroy	41	129a
224	2.36	4	Bik Lane	North Fitzroy	17	139a
225	2.34	4	Bik Lane	North Fitzroy	43	100a
226	2.32	4	Bik Lane	North Fitzroy	18	1a
227	2.30	4	Bik Lane	North Fitzroy	45	99a
228	2.28	4	Bik Lane	North Fitzroy	19	2a
229	2.26	4	Bik Lane	North Fitzroy	48	98a
230	2.24	4	Bik Lane	North Fitzroy	20	3a
231	2.22	4	Bik Lane	North Fitzroy	50	96a
232	2.20	4	Bik Lane	North Fitzroy	21	4a
233	2.19	4	Bik Lane	North Fitzroy	9	147a
234	2.18	4	Bik Lane	North Fitzroy	28	94a
235	2.17	4	Bik Lane	North Fitzroy	98	26a
236	2.21	4	Bik Lane	North Fitzroy	59	95a
237	2.23	4	Bik Lane	North Fitzroy	49	97a
316	3.23	4	Bik Lane	North Fitzroy	55	133a
317	3.25	4	Bik Lane	North Fitzroy	56	134a
318	3.27	4	Bik Lane	North Fitzroy	57	27a & 43a
319	3.29	4	Bik Lane	North Fitzroy	58	6a
320	3.31	4	Bik Lane	North Fitzroy	12	144a
321	3.30	4	Bik Lane	North Fitzroy	186	5a
322	3.28	4	Bik Lane	North Fitzroy	13	143a
323	3.26	4	Bik Lane	North Fitzroy	14	142a
324	3.24	4	Bik Lane	North Fitzroy	15	141a
325	3.22	4	Bik Lane	North Fitzroy	16	140a
326	3.21	4	Bik Lane	North Fitzroy	54	7a
327	3.20	4	Bik Lane	North Fitzroy	53	8a
328	3.19	4	Bik Lane	North Fitzroy	52	156a
329	3.18	4	Bik Lane	North Fitzroy	No space allocated	131a
330	3.17	4	Bik Lane	North Fitzroy	11	145a
331	3.16	4	Bik Lane	North Fitzroy	M3	130a

Unit No.	Construction Documents Apartment Numbering	House No.	Street Name	Locality	Corresponding Car Spaces Allocation Lot Number	Corresponding Storage Spaces Allocation Lot Number
332	3.15	4	Bik Lane	North Fitzroy	10	146a
1	G.01	4	Bik Lane	North Fitzroy	99	159a
2	G.02	4	Bik Lane	North Fitzroy	1	Backyard shed
3	G.03	4	Bik Lane	North Fitzroy	100	Backyard shed
4	G.04	4	Bik Lane	North Fitzroy	81	Backyard shed
5	G.05	4	Bik Lane	North Fitzroy	6	Backyard shed
6	G.06	4	Bik Lane	North Fitzroy	92	Backyard shed
7	G.07	4	Bik Lane	North Fitzroy	80	Backyard shed
8	G.08	4	Bik Lane	North Fitzroy	79	Backyard shed
9	G.09	4	Bik Lane	North Fitzroy	76	Backyard shed
10	G.10	4	Bik Lane	North Fitzroy	75	Backyard shed
11	G.11	4	Bik Lane	North Fitzroy	74	Backyard shed
12	G.12	4	Bik Lane	North Fitzroy	No space allocated	Backyard shed
13	G.13	4	Bik Lane	North Fitzroy	73	Backyard shed
14	G.14	4	Bik Lane	North Fitzroy	72	Backyard shed & 10a
15	G.36	4	Bik Lane	North Fitzroy	199	Backyard shed
101	1.01	4	Bik Lane	North Fitzroy	200	105a
102	1.02	4	Bik Lane	North Fitzroy	91	104a
103	1.03	4	Bik Lane	North Fitzroy	90	103a
104	1.04	4	Bik Lane	North Fitzroy	87	102a
105	1.05	4	Bik Lane	North Fitzroy	156	70a
106	1.06	4	Bik Lane	North Fitzroy	No space allocated	71a
107	1.07	4	Bik Lane	North Fitzroy	86	25a
108	1.08	4	Bik Lane	North Fitzroy	85	24a
109	1.09	4	Bik Lane	North Fitzroy	83	68a
110	1.10	4	Bik Lane	North Fitzroy	139	69a
111	1.11	4	Bik Lane	North Fitzroy	138	106a
112	1.12	4	Bik Lane	North Fitzroy	3	107a
113	1.13	4	Bik Lane	North Fitzroy	No space allocated	108a
114	1.14	4	Bik Lane	North Fitzroy	176	72a
201	2.39	4	Bik Lane	North Fitzroy	170	88a
202	2.38	4	Bik Lane	North Fitzroy	171	89a
203	2.01	4	Bik Lane	North Fitzroy	198	82a
204	2.02	4	Bik Lane	North Fitzroy	93	138a
205	2.03	4	Bik Lane	North Fitzroy	94	137a
206	2.11	4	Bik Lane	North Fitzroy	196	90a
207	2.04	4	Bik Lane	North Fitzroy	95	136a
208	2.05	4	Bik Lane	North Fitzroy	193	87a
209	2.07	4	Bik Lane	North Fitzroy	194	85a
210	2.09	4	Bik Lane	North Fitzroy	195	83a
211	2.13	4	Bik Lane	North Fitzroy	97	28a
212	2.14	4	Bik Lane	North Fitzroy	172	92a
213	2.15	4	Bik Lane	North Fitzroy	No space allocated	93a
214	2.16	4	Bik Lane	North Fitzroy	96	135a
215	2.08	4	Bik Lane	North Fitzroy	88	84a
216	2.06	4	Bik Lane	North Fitzroy	179	86a
301	3.06	4	Bik Lane	North Fitzroy	180	17a
302	3.04	4	Bik Lane	North Fitzroy	182	54a
303	3.02	4	Bik Lane	North Fitzroy	184	56a
304	3.01	4	Bik Lane	North Fitzroy	185	57a
305	3.03	4	Bik Lane	North Fitzroy	183	55a
306	3.05	4	Bik Lane	North Fitzroy	181	53a
307	3.32	4	Bik Lane	North Fitzroy	197	152a
308	3.07	4	Bik Lane	North Fitzroy	136	18a
309	3.09	4	Bik Lane	North Fitzroy	177	158a
310	3.11	4	Bik Lane	North Fitzroy	175	14a
311	3.12	4	Bik Lane	North Fitzroy	174	11a
312	3.13	4	Bik Lane	North Fitzroy	173	29a
313	3.14	4	Bik Lane	North Fitzroy	51	9a
314	3.10	4	Bik Lane	North Fitzroy	46	21a
315	3.08	4	Bik Lane	North Fitzroy	178	19a
401	4.06	4	Bik Lane	North Fitzroy	159	13a
402	4.04	4	Bik Lane	North Fitzroy	161	64a
403	4.02	4	Bik Lane	North Fitzroy	141	30a
404	4.01	4	Bik Lane	North Fitzroy	71	153a
405	4.03	4	Bik Lane	North Fitzroy	162	65a
406	4.05	4	Bik Lane	North Fitzroy	153	63a
407	4.07	4	Bik Lane	North Fitzroy	158	61a
408	4.11	4	Bik Lane	North Fitzroy	154	42a
409	4.09	4	Bik Lane	North Fitzroy	169	No store allocated
410	4.13	4	Bik Lane	North Fitzroy	168	157a
411	4.12	4	Bik Lane	North Fitzroy	192	154a
412	4.10	4	Bik Lane	North Fitzroy	155	58a
413	4.08	4	Bik Lane	North Fitzroy	157	60a
501	5.12	4	Bik Lane	North Fitzroy	77	150a
502	5.06	4	Bik Lane	North Fitzroy	147	36a
503	5.04	4	Bik Lane	North Fitzroy	149	34a

Unit No.	Construction Documents		Street Name	Locality	Corresponding Car Spaces Allocation Lot Number	Corresponding Storage Spaces Allocation Lot Number
	Apartment Numbering	House No.				
504	5.02	4	Bik Lane	North Fitzroy	151	32a
505	5.01	4	Bik Lane	North Fitzroy	152	31a
506	5.03	4	Bik Lane	North Fitzroy	150	33a
507	5.05	4	Bik Lane	North Fitzroy	148	35a
508	5.07	4	Bik Lane	North Fitzroy	146	37a
509	5.09	4	Bik Lane	North Fitzroy	144	39a
510	5.11	4	Bik Lane	North Fitzroy	84 & 240	20A & 160a
511	5.10	4	Bik Lane	North Fitzroy	143	40a
512	5.08	4	Bik Lane	North Fitzroy	145	38a
601	6.12	4	Bik Lane	North Fitzroy	89	151a
602	6.06	4	Bik Lane	North Fitzroy	163	50a
603	6.04	4	Bik Lane	North Fitzroy	165	48a
604	6.02	4	Bik Lane	North Fitzroy	167	46a
605	6.01	4	Bik Lane	North Fitzroy	160	45a
606	6.03	4	Bik Lane	North Fitzroy	166	47a
607	6.05	4	Bik Lane	North Fitzroy	164	49a
608	6.07	4	Bik Lane	North Fitzroy	191	148a
609	6.09	4	Bik Lane	North Fitzroy	189	66a
610	6.11	4	Bik Lane	North Fitzroy	187	52a & 59a
611	6.10	4	Bik Lane	North Fitzroy	188	51a
612	6.08	4	Bik Lane	North Fitzroy	190	149a



**A P P E N D I X 16**

**ROI OWNERS CORPORATION RULES**

## Owners Corporation Consolidated Rules

### ROI – P.S. 620160U

#### MODEL RULES FOR AN OWNERS CORPORATION

#### **1 Health, safety and security**

##### **1.1 Health, safety and security of lot owners, occupiers of lots and others**

A lot owner or occupier must not use the lot, or permit it to be used, so as to cause a hazard to the health, safety and security of an owner, occupier, or user of another lot.

##### **1.2 Storage of flammable liquids and other dangerous substances and materials**

(1) Except with the approval in writing of the owners corporation, an owner or occupier of a lot must not use or store on the lot or on the common property any flammable chemical, liquid or gas or other flammable material.

(2) This rule does not apply to—

- (a) chemicals, liquids, gases or other material used or intended to be used for domestic purposes; or
- (b) any chemical, liquid, gas or other material in a fuel tank of a motor vehicle or internal combustion engine.

##### **1.3 Waste disposal**

An owner or occupier must ensure that the disposal of garbage or waste does not adversely affect the health, hygiene or comfort of the occupiers or users of other lots.

#### **2 Management and administration**

##### **2.1 Metering of services and apportionment of costs of services**

(1) The owners corporation must not seek payment or reimbursement for a cost or charge from a lot owner or occupier that is more than the amount that the supplier would have charged the lot owner or occupier for the same goods or services.

(2) If a supplier has issued an account to the owners corporation, the owners corporation cannot recover from the lot owner or occupier an amount which includes any amount that is able to be claimed as a concession or rebate by or on behalf of the lot owner or occupier from the relevant supplier.

(3) Subrule (2) does not apply if the concession or rebate—

- (a) must be claimed by the lot owner or occupier and the owners corporation has given the lot owner or occupier an opportunity to claim it and the lot owner or occupier has not done so by the payment date set by the relevant supplier; or
- (b) is paid directly to the lot owner or occupier as a refund.

#### **3 Use of common property**

##### **3.1 Use of common property**

(1) An owner or occupier of a lot must not obstruct the lawful use and enjoyment of the common property by any other person entitled to use the common property.

(2) An owner or occupier of a lot must not, without the written approval of the owners corporation, use for his or her own purposes as a garden any portion of the common property.

(3) An approval under subrule (2) may state a period for which the approval is granted.

(4) If the owners corporation has resolved that an animal is a danger or is causing a nuisance to the common property, it must give reasonable notice of this resolution to the owner or occupier who is keeping the animal.

- (5) An owner or occupier of a lot who is keeping an animal that is the subject of a notice under subrule (4) must remove that animal.
- (6) Subrules (4) and (5) do not apply to an animal that assists a person with an impairment or disability.

### **3.2 Vehicles and parking on common property**

An owner or occupier of a lot must not, unless in the case of an emergency, park or leave a motor vehicle or other vehicle or permit a motor vehicle or other vehicle—

(a) to be parked or left in parking spaces situated on common property and allocated for other lots; or

(b) on the common property so as to obstruct a driveway, pathway, entrance or exit to a lot; or

(c) in any place other than a parking area situated on common property specified for that purpose by the owners corporation.

### **3.3 Damage to common property**

(1) An owner or occupier of a lot must not damage or alter the common property without the written approval of the owners corporation.

(2) An owner or occupier of a lot must not damage or alter a structure that forms part of the common property without the written approval of the owners corporation.

(3) An approval under subrule (1) or (2) may state a period for which the approval is granted, and may specify the works and conditions to which the approval is subject.

(4) An owner or person authorised by an owner may install a locking or safety device to protect the lot against intruders, or a screen or barrier to prevent entry of animals or insects, if the device, screen or barrier is soundly built and is consistent with the colour, style and materials of the building.

(5) The owner or person referred to in subrule (4) must keep any device, screen or barrier installed in good order and repair.

## **4 Lots**

### **4.1 Change of use of lots**

An owner or occupier of a lot must give written notification to the owners corporation if the owner or occupier changes the existing use of the lot in a way that will affect the insurance premiums for the owners corporation.

#### **Example**

If the change of use results in a hazardous activity being carried out on the lot, or results in the lot being used for commercial or industrial purposes rather than residential purposes.

## **5 Behaviour of persons**

### **5.1 Behaviour of owners, occupiers and invitees on common property**

An owner or occupier of a lot must take all reasonable steps to ensure that guests of the owner or occupier do not behave in a manner likely to unreasonably interfere with the peaceful enjoyment of any other person entitled to use the common property.

### **5.2 Noise and other nuisance control**

(1) An owner or occupier of a lot, or a guest of an owner or occupier, must not unreasonably create any noise likely to interfere with the peaceful enjoyment of any other person entitled to use the common property.

- (2) Subrule (1) does not apply to the making of a noise if the owners corporation has given written permission for the noise to be made.

## **6 Dispute resolution**

- (1) The grievance procedure set out in this rule applies to disputes involving a lot owner, manager, or an occupier or the owners corporation.
- (2) The party making the complaint must prepare a written statement in the approved form.
- (3) If there is a grievance committee of the owners corporation, it must be notified of the dispute by the complainant.
- (4) If there is no grievance committee, the owners corporation must be notified of any dispute by the complainant, regardless of whether the owners corporation is an immediate party to the dispute.
- (5) The parties to the dispute must meet and discuss the matter in dispute, along with either the grievance committee or the owners corporation, within 14 working days after the dispute comes to the attention of all the parties.
- (6) A party to the dispute may appoint a person to act or appear on his or her behalf at the meeting.
- (7) If the dispute is not resolved, the grievance committee or owners corporation must notify each party of his or her right to take further action under Part 10 of the **Owners Corporations Act 2006**.
- (8) This process is separate from and does not limit any further action under Part 10 of the **Owners Corporations Act 2006**.

## 1. DEFINITIONS

### 1.1 In these rules:

**Act** means the Subdivision Act 1988 and Owners Corporation Act 2006.

**Art Space** means a space on the Common Property as determined by the Art Space Subcommittee from time to time pursuant to Rule 19 for the display of the Art Space Prize Winner

**Art Space Subcommittee** means the committee appointed pursuant to Rule 19.

**Art Space Prize** means the prize to be awarded by the Art Space Subcommittee pursuant to Rule 19.

**Art Space Prize Winner** means the work of art which has been awarded the Art Space Prize pursuant to Rule 19.

**Building** means the building constructed on the Land.

**Building Manager** means the person employed by the Owners Corporation to act caretaker of the Building.

**Car Park** means the area including Common Property and Lots generally set aside for parking cars, motorbikes and bicycles.

**Car Space** means a Lot or part of a Lot which is located in the Car Park and which is intended to be used for the parking of motor vehicles.

**Common Facilities** means the facilities located upon the Common Property for the use and enjoyment of the Occupiers and Members, subject to any restrictions.

**Common Property** means any common property described on the Plan of Subdivision.

**Developer** means Rare City Acre Pty Ltd ACN 127 593 748.

**Development** means all the land and improvements comprised in Plan of Subdivision and known as ROI, North Fitzroy or 648A Nicholson Street, North Fitzroy VIC 3068.

**Land** means the whole of the land described in the Plan.

**Lot or Lots** means a Lot or Lots on the Plan of Subdivision.

**Manager** means the person for the time being appointed by the Owners Corporation as its manager or if no person is for the time being appointed, the secretary of the Owners Corporation.

**Member** means an owner of a Lot on the Plan of Subdivision.

**Model Rules** means the model rules prescribed by the Owners Corporation Act 2006 (Vic) from time to time and a copy of the current model rules are annexed to these Rules and marked "A."

**Occupier/Occupants** means any person occupying or in possession of a Lot of the Plan of Subdivision and can include a Member.

**Owners Corporation** means Owners Corporation created by Plan of Subdivision 620160U.

**Plan or Plan of Subdivision** means Plan of Subdivision No 620160U.

**Proprietor** means a Member of the Owners Corporation.

**Regulations** means the Owners Corporations Regulations 2007.

**Security Key** means a key, magnetic card or other device used to open doors, gates and locks.

**Storage Lot** means a Lot or part of a Lot which is to be used for storage purposes only.

1.2 Unless the context otherwise requires:

- (a) headings are for convenience only;
- (b) words imparting the singular include the plural and vice versa;
- (c) an expression imparting a natural person includes any company, partnership, joint venture, association or other owners corporation and any governmental authority; and
- (d) a reference to a thing includes part of that thing;

1.3 Subject always to the provisions of the Owners Corporations Act 2006 and Regulations thereof, the obligations and restrictions in these Rules must be read subject to the rights, grants or privileges that may be given to any person or persons by the Owners Corporation from time to time and to the extent of any inconsistency, any such rights, grants or privileges, prevail over these Rules in respect of the person or persons to whom they are given; and

1.4 To the extent that these Rules are inconsistent with the Model Rules, these Rules shall prevail.

## **2. USE AND BEHAVIOUR BY PROPRIETORS, OCCUPIERS AND INVITEES**

2.1 A Member, must not, and must ensure that the Occupier of a Member's Lot and any invitee does not:

- (a) use the Common Property or the Common Facilities or permit the Common Property or Common Facilities to be used in such a manner as to unreasonably interfere with or prevent its use by other Members or Occupants of Lots or their families or invitees;
- (b) use or permit the Common Property or the Common Facilities to be used for any purpose other than that which they were designed;
- (c) do or suffer to be done in or upon the Common Property or the Common Facilities any act, matter or thing that may render any insurance in respect of the Building void or voidable or by reason of which the rate of premium of any such insurance may be liable to be increased;
- (d) use or permit any Lot, the Common Property or Common Facilities to be used for any purpose which may be illegal or injurious to the reputation of the Development or may cause nuisance or hazard to any other Member or Occupier of any Lot or the families or invitees of any such Member or Occupier;
- (e) use or occupy any Lot or Lots or any part thereof as a restaurant, café, food related retailer or alcohol distributor for carrying on any trade or business;
- (f) cause or permit their licensee, family or invitee to cause any damage to the Common Property;
- (g) fail to clear, at regular intervals, the contents of the Member's mail receiving box;
- (h) fail to inform and require compliance of all Occupiers, guests, visitors or invitees of any kind when present in any part of the Development with these rules and regulations;
- (i) use or permit to be used any part of the Member's Lot for the purposes of storage unless it is a Storage Lot;

- (j) assign, sub-let or grant any license of a Storage Lot to any person other than a Proprietor or Occupier without the consent in writing of the Owners Corporation
  - (k) obstruct the lawful use of Common Property by any person; or
  - (l) use a Lot or permit it to be used, so as to cause a hazard to the health, safety and security of an owner, Occupier or user of another Lot.
- 2.2 A Proprietor or Occupier of a Lot when on Common Property or on any part of a Lot so as to be visible from another Lot or from Common Property must be clothed and must not use language or behave in a manner likely to cause offence or embarrassment to a Proprietor or Occupier of another Lot or to any person lawfully on the Common Property.
- 2.3 A Proprietor or Occupier of a Lot must not smoke in the BBQ area, stairwells, lifts, foyers, car parks, hallways and lobbies or any area forming part of the Common Property.
- 2.4 A Proprietor or Occupier of a Lot must not drink alcohol in the stairwells, lifts, foyers, car parks, hallways and lobbies or any area forming part of the Common Property, except the BBQ area where a Proprietor or Occupier may consume alcohol, whilst using this area in accordance with Rule 18
- 2.5 A Proprietor or Occupier of a Lot must not dispose or permit the disposal of cigarette butts, litter or any other materials over balcony or on Common Property except in those areas designated in writing from time to time by the Owners Corporation.

### **3. VEHICLES, DRIVEWAYS AND CAR PARK**

A Member must not, and must ensure that the Occupier and invitee of a Member's Lot does not:

- (a) assign, sub-let or grant any license of a Car Space to any person other than a Proprietor or Occupier without the consent in writing of the Owners Corporation;
- (b) use their Car Space for any purpose other than the parking of a motor vehicle without the prior written consent of the Owners Corporation;
- (c) park or leave a vehicle on the Common Property so as to obstruct a driveway or entrance to the Car Park or any Car Space or in any place other than in a parking area designated in writing specified for such purpose by the Owners Corporation;
- (d) drive or operate any vehicle on any part of the Land in excess of 10kph;
- (e) permit rollerblading, skate boarding, roller skating, or ball games in the Car Park, driveways or access pathways or any part of the Common Property;
- (f) park, either for short or long term periods, any vehicle in the Car Park or driveway, except in the space or spaces as delineated on title as belonging to each individual Lot;
- (g) interfere with the operation, function or control of the electronic vehicle access gate;
- (h) wash any vehicle in any part of the Land;
- (i) allow any build up or discharge of oil or any other fluids from any parked vehicle and ensure that all vehicle parking surfaces are cleaned and any oil, grease and fluids of any kinds are removed immediately upon notice of the same by the Owners Corporation. The Owners Corporation reserves the right upon notice should the Occupant fail to immediately remove any build up to clean an area and invoice the Proprietor for the cost of the same;

- (j) install any storage unit, cage, facility or bicycle rack within a Storage Lot or covering to a Storage Lot without first having supplied plans of the same to the Owners Corporation or its agent and having received prior written approval for the same. Any such item must not interfere with fire safety equipment in the Building and must comply with fire and safety regulations and be of a colour and of materials approved by the Owners Corporation;
- (k) store any item on top or outside of any cage or unit forming part of a Storage Lot or in any way which is likely to cause a nuisance or injury to any person or to interfere with fire safety equipment in the Building;
- (l) leave or park bicycles anywhere other than the designated bicycle area;
- (m) permit any bicycle to be brought into the foyer, stairwells, lifts, and hallways, garden areas, walkways, balconies or other parts of the Common Property;
- (n) leave or park motor bikes/scooters or bicycles anywhere other than in the areas so designated in writing by the Owners Corporation;
- (o) permit an invitee to park in an area designated for visitor parking for a period of more than 48 consecutive hours, unless prior written approval has been obtained from the Owners Corporation; or
- (p) obstruct or park in a space designated for disabled visitors' parking except for a vehicle:
  - (i) which is prominently displaying a current parking permit for people with disabilities for the duration of the time the vehicle is parked in the disabled visitors' parking space; and
  - (ii) of which the driver complies with the conditions of use of the permit for the duration of the time that the vehicle is parked in the disabled visitors' parking space,

and the Owners Corporation reserves the right to remove offending vehicles or other items parked, obstructing or left in a disabled visitors' parking space in contravention of this Rule.

#### **4. NOISE**

A Member must not and must ensure that the Occupier of a Member's Lot does not:

- (a) make or permit to be made any undue noise in or about the Common Property or any Lot affected by the Owners Corporation;
- (b) make or permit to be made noise from music, machinery or other, including social gatherings, musical instruments, television sets, radios, stereos, CD players or the like which may be heard outside the owner's Lot between the hours of 10.00pm and 7.30am;
- (c) create upon the Member's Lot any noise which would be likely to interfere with the peaceful enjoyment by the Proprietor or Occupier of another Lot or by any person lawfully using Common Property;
- (d) not to hold any social gathering or create offensive noise in the common areas or on balconies, courtyards or patios and must ensure that any such noise is minimized by closing all doors, windows and curtains and also such further steps as may be within the Proprietor or Occupier's power to effect between the hours of 10.00pm and 7.30am;
- (e) allow guests to leave or Members or Occupiers to leave or return to a Lot between 10.00pm and 8.00am without making sure they do so in a quiet and



orderly manner as to not cause any disturbance to any other Members or Occupiers or neighboring residents and Proprietors; or

- (f) without limiting the generality of the foregoing, use hammer drills, jack hammers or carry on any building, renovations or the like in a Lot on weekends or public holidays or outside the hours of 9.00am to 5.00pm weekdays

## **5. ANIMALS**

5.1 A Member must not, and must ensure that the Occupier of a Member's Lot does not:

- (a) keep any animal on the Common Property, Common Facilities or within the Member's Lot after being given notice by the Owners Corporation to remove such animal after the Owners Corporation has resolved that the animal is causing a nuisance;
- (b) exercise any animals on Common Property, allow any animal to roam freely or allow any animal to defecate or urinate on Common Property at any time;
- (c) fail to clean up after any animal debris or make good any damage to Common Property;
- (d) fail to clean up as necessary any animal debris from balconies, courtyards or patios within a Member's Lot;
- (e) keep any animal on a balcony or patio within the Member's Lot if the Member, Occupier or invitee is not present.

## **6. BALCONIES, PATIOS, COURTYARDS AND EXTERNAL APPEARANCE**

A Member must not, and must ensure that the Occupier of a Member's Lot does not:

- (a) allow any balcony or open area forming part of a Lot to become unkempt, or unsightly;
- (b) hang any clothes, wind chimes, decorations, store bicycles or other articles from or on the outside of a Member's Lot or the Common Property or on or from any balcony, entrance or landing of a Member's Lot or the Common Property except in specific areas (if any) designated for that purpose by the Owners Corporation;
- (c) install any fly wire screen, tinting, awning, security door or any other exterior fixture or fitting without first having obtained written permission to do so from the Owners Corporation;
- (d) keep any plants, planter boxes or pots on any balcony, patio or courtyard that are not maintained in good health and condition and further that the size and type of plant shall not extend beyond the boundary of the Lot or obstruct the views from another Lot. Care must be taken when watering or cleaning to ensure no water or refuse or other item falls onto another Member's Lot. Where Lots have courtyards maintain gardens and replant similar types and species of plant as originally provided when necessary;
- (e) construct or erect any sheds, kennels or structures of any nature or description on any balcony or patio without having first obtained the written consent of the Owners Corporation;
- (f) install any external wireless, television aerial, sky dish receiver, satellite dish or receiver, wiring, cables, pipes or any other apparatus to the external face of the Building, or on any balcony, patio or courtyard;
- (g) install any air conditioning unit in a Lot or on a balcony, patio or courtyard without having received prior written permission from the Owners Corporation;

- (h) hang curtains, blinds or window coverings of any type in the Lot which are visible from outside the Lot without prior written consent from the Owners Corporation unless those curtains blinds or window covers are dark in nature;
- (i) install blinds or window coverings of any type to any external part of the Lot which is visible from outside the Lot without prior written consent from the Owners Corporation
- (j) obstruct entrance to a Lot or balcony/courtyard or other area forming part of a Member's Lot to the Manager or Owners Corporation contractor for the purposes of maintenance or cleaning of the Building structure including glass on balconies, external Building signage or light structures; or
- (k) a Proprietor or Occupier of a Lot must not paint, finish or otherwise alter the external façade of any building or improvement forming part of the Common Property or their Lot.

## **7. RUBBISH**

- 7.1 A Member must use the garbage chutes to dispose of general rubbish where generally possible and in accordance with these Rules.
- 7.2 A Member must not, and must ensure that the Occupier of a Member's Lot does not:
- (a) store or keep waste or garbage other than in proper receptacles in an area specified for such purpose by the Owners Corporation;
  - (b) keep all garbage and refuse within the Member's Lot in tidily secured containers and place the Member's garbage or refuse for collection in conformity with hygiene regulations of the Owners Corporation or the City of Yarra as determined from time to time, and to remove such garbage and refuse from the Member's Lot only in accordance with such regulations and at such time as shall be designated acceptable to the Owners Corporation and to ensure that all garbage of a wet nature shall be appropriately strained and wrapped to prevent spillage and that any ashes, dust, cleaning refuse, scouring, broken glass, metal pieces and similar materials shall similarly be appropriately wrapped to ensure the safety of Occupants, contractors and council collection employees;
  - (c) deposit any items or articles of rubbish including but not limited to any items of a non-household nature or furnishings, fittings or fixtures into any receptacle except as may be provided from time to time by the Owners Corporation as separate collection for items of this nature;
  - (d) deposit cans, bottles, cardboard and other recyclable items in the general waste bins or rubbish chutes, or any area except in the recycling bins or area provided for such;
  - (e) throw or allow to fall or permit or suffer to be thrown or to fall any paper, rubbish, refuse, cigarette butts or other substance whatsoever out of the windows, doors, balconies, stairwells onto another Member's Lot or the Common Property. Any damage or cost for cleaning or repair caused by breach hereof shall be borne by the Occupier of the Member's Lot;
  - (f) an owner or Occupier must ensure that the disposal of garbage or waste does not adversely affect the health, hygiene or comfort or the Occupiers or users of other Lots; and
  - (g) an owner or Occupier must ensure that no item is placed into the rubbish chutes that may cause a blockage in the chutes.

- 7.3 A Member or Occupier of a lot must reimburse the owners corporation for any costs associated:
- (a) with clearing of rubbish chute blockages caused by the Member or Occupier of the Lot;
  - (b) removal of any rubbish unable to be collected by the contactors appointed by the Owners Corporation to collect rubbish; or
  - (c) cleaning costs incurred by the Owners Corporation as a result of Members or Occupiers not complying with this Rule 7

## **8. RELOCATIONS, DELIVERIES, TRADESMAN AND MOVING OF ARTICLES**

- 8.1 A Member or Occupier must not move furniture of bulky items through the common property except in accordance with the policy attached to these Rules and marked Annexure B (or such other policy as is adopted by the Owners Corporation from time to time by resolution) and provided that the Occupier or Member does not:
- (a) give less than forty eight (48) hours notice to the Owners Corporation or its representative before any furniture, fittings, furnishings or equipment may be moved in or out of any Lot and the moving of same must be done in a manner and at the time directed by the representative of the Owners Corporation but otherwise between 9.00 am and 7.00 pm on any day;
  - (b) arrange for deliveries of any kind or nature unless the Member or designee is at or on the premises to accept and arrange for the same at each Member's sole cost and liability;
  - (c) ensure that the loading and unloading of vehicles shall be made entirely within the Development at such locations and at such times as to cause minimum interference with other vehicular traffic and strictly in accordance with the regulations made by the Owners Corporation from time to time;
  - (d) damage, obstruct or interfere with the lift, stairways, corridors or any Common Property when moving items in or out of any Lot;
  - (e) use the lift for moving furniture and furnishings into or out of a unit without first having obtained the consent of the Owners Corporation and then only by observing the specific instructions determined by the Owners Corporation which may include paying a bond of an amount as fixed by the Owners Corporation.
- 8.2 A Member or Occupier of a lot must:
- (a) take immediate steps to make good any damage caused to the Common Property as a result of the moving of such furniture;
  - (b) pay compensation to the Owners Corporation in respect of any damage to the extent that the damage has not or cannot be made good pursuant to these rule 8.2(a) within 7 days of demand by the Owners Corporation; and
  - (c) provide a cash bond to the Manager if the Manager requires to be applied by the Manager to the repair of any damage by the Occupier or Member in moving the bulky items through common property and which shall be refunded in whole or in part to the extent that such bond is not applied to such repairs.

## **9. BUILDING WORKS:**

- 9.1 A Member must not, and must ensure that the Occupier of a Member's Lot does not undertake any building works within or about or relating to a Member's Lot except in accordance with the following requirements:

- (a) such building works may only be undertaken after all requisite permits, approvals and consents from all relevant authorities have been obtained and copies of which have been given to the Manager or their representative and then strictly in accordance with those permits approvals and consents and any conditions thereof; and
  - (b) the Proprietor or Occupier of a Lot must at all times ensure that such works are undertaken in a reasonable manner so as to minimize any nuisance, annoyance disturbance and inconvenience from building operations to other Lot owners and Occupiers and undertaken in accordance with any guidelines prescribed by the Owners Corporation from time to time.
- 9.2 The Proprietor or Occupier of a Lot must not proceed with any such works until:
  - (a) the Proprietor or Occupier receives written approval for those works from the Owners Corporation and lodges a bond of \$1,000 or such sum for the purposes of make good or cleaning of the Common Property;
  - (b) the Proprietor or Occupier submits to the Owners Corporation plans and specifications of any works proposed which affect the external appearance of the Building or any of the Common Property or which affect the Building structure or services or the fire or acoustic ratings of any component of the Building; and
  - (c) supplies to the Owners Corporation such further particulars of those proposed works as they may be requested to enable the Owners Corporation to be reasonably satisfied that the proposed works are in accord with the reasonable aesthetic and orderly development of the total Building, do not endanger the Building and are compatible with the overall services to the Building and the individual floors.
- 9.3 The Proprietor or Occupier of a Lot must ensure that the Proprietor or Occupier including servants agents and contractors undertaking such works comply with the proper and reasonable directions of the Owners Corporation concerning the method of building operations, means of access, use of Common Property and on-site management and Building protection, delivery of materials, parking of vehicles, disposal of waste and hours of work.
- 9.4 The Proprietor or Occupier of a Lot must ensure that the servants agents and contractors are supervised in the carrying out of such works so as to minimize any damage to or dirtying of the Common Property and the services therein.
- 9.5 The Proprietor or Occupier of the Lot must supply to the Owners Corporation a copy of the servants agent and contractors all risk insurance policy taken out for protection of the Owners Corporation during works and any possible consequential damage caused as a result of the same.
- 9.6 The Proprietor or Occupier of a Lot shall immediately make good all damage to and dirtying of the Building and Common Property which are caused by such works and if the Proprietor or Occupier fails to immediately do so after provision of notice, the Owners Corporation reserves the right in its absolute discretion to make good any such damage or dirtiness and charge the cost of the same to the owner.
- 9.7 A Proprietor or Occupier of a Lot must not arrange for tradesperson (except in emergencies) or any nature or kind to perform works to be accomplished except during normal working hours 8.00am to 5.00pm Monday to Friday and 9.00am to 5.00pm on weekends.

- 9.8 A Proprietor or Occupier of a Lot must promptly notify the Owners Corporation or the Manager on becoming aware of any damage to or defect in the Common Property.
- 9.9 The Proprietors or Occupier of a Lot shall compensate the Owners Corporation in respect of any damage to the Common Property by that Proprietor or Occupier or their respective tenants, licenses or invitees.
- 9.10 Rules 9.1 to 9.9 do not apply to the Developer, its assignees or legal personal representatives.

## **10. SIGNAGE**

- 10.1 A Member must not, and must ensure that the Occupier of a Member's Lot does not permit any placard, advertisement or signage of any type in or upon the Member's Lot or upon the Common Property unless the Owners Corporation first consents in writing and then only in accordance with the terms and conditions specified in such consent.
- 10.2 A Member must not, and must ensure that the Occupier of a Member's Lot and their agents or representatives, do not install any "For Lease" "For Sale" or "For Auction" boards on any part of the property or within any part of the lot that may be visible from outside the Lot, provided always that this Rule shall not prevent the agent of Member from displaying temporary directional signage for the purposes of conducting inspections of a Lot.)
- 10.3 Rule 10.1 does not apply to the Developer its assignees or legal personal representatives.

## **11. DAMAGE, REPAIRS AND MAINTENANCE**

- 11.1 A Member must not and must ensure that the Occupier of a Member's Lot does not:
- (a) damage, deface or obstruct in any way or for any purpose whatsoever any driveway pathway, stairway, landing or any part of the Common Property located in or attached to the Common Property, provided further that if the Owners Corporation expends money to make good damage caused by any Member or tenants, guests, servants or their invitees of any of the Lots, the Owners Corporation shall be entitled to recover the amount so expended as a debt in any action in any court of competent jurisdiction from the owner of the Lot;
  - (b) interfere with or attempt to redirect any maintenance works being attended to by tradespersons or others who have been appointed by the Owners Corporation specifically for working being undertaken;
  - (c) interfere with the operation, function or control of any of the Common Property fixtures, fittings or equipment;
  - (d) store any flammable liquid or chemical on any Lot or any part of the Common Property nor suffer to be done any act or thing whereby any policy of insurance on the Buildings and other improvements in the parcel or any part thereof may be invalidated or become void or voidable or which may render any increased premium payable in respect of such insurance. Rule does not apply to:
    - (i) chemicals, liquids, gases or other material used or intended to be used for domestic purposes; or
    - (ii) any chemical, liquid, gas or other material in a fuel tank of a motor vehicle or internal combustion engine;

- (e) interfere or activate any of the Building's fire protection services including but not limited to alarms, sprinklers, some detectors, fire extinguishers and fire hydrants except in the case of an emergency provided further that the Owners Corporation may recover the cost of any damage for false alarms or making good any damage from the Occupier or Member;

11.2 A Proprietor or Occupier of a Lot must:

- (a) grant to the Owners Corporation, the Manager, its servants and agents upon the Member being given twenty-four (24) hours prior written notice, the right of access to any balcony forming part of the Lot for the purposes of maintenance of the external walls of the Common Property and the cleaning of the outside of the windows and external façade of the Building (immediate access for emergencies);
- (b) ensure that all smoke detectors and fire equipment installed in the Lot are properly maintained and tested (excludes sprinklers linked to the main Building system);
- (c) ensure that the front door to the apartment is maintained in accordance with the fire regulations and Certificate of Occupancy as a fire door and that no additional locks, chains, deadlocks or peepholes be installed on the door which may interfere with its use as a fire exit or void the integrity of the structure as a fire exit door under the fire regulations;
- (d) ensure compliance with all statutory and other requirements relating to fire and fire safety in respect of the Lot;
- (e) ensure that any air-conditioning unit is maintained in accordance with the manufacturer's instructions and that any drainage trays are regularly emptied and cleaned so as to ensure that water is not falling onto other Lots within the Building or Common Property;
- (f) ensure that all accessible doors, windows and balcony glass are properly maintained and regularly cleaned;
- (g) not modify any air-conditioning, heating or ventilation system or associated ducting servicing that Lot without the prior written consent of the Owners Corporation.

**12. CHARGING OF INTEREST AND RECOVERY OF AMOUNTS OWED TO THE OWNERS CORPORATION**

- 12.1 The Owners Corporation may charge penalty interest of no more than 2% above the rate for the time being fixed under Section 2 of the Penalty Interest Rates Act 1983 on any outstanding amount owed to the Owners Corporation.
- 12.2 The Owners Corporation may recover any amount owed to the Owners Corporation in a court of competent jurisdiction including all legal costs incurred by the Owners Corporation in collection of the same.
- 12.3 The owner of a Lot must not permit tenants or Occupiers to avoid paying the cost of damage, false alarms or other amounts from time to time owed to the Owners Corporation. If the amount is not paid within 7 days of the date of the demand, or within the agreed period, the Proprietor will become liable to the Owners Corporation for the amount.

### **13. SUPPORT AND PROVISION OF SERVICES**

- 13.1 Except for the purposes of maintenance and renewal and with the written consent of the Owners Corporation, a Proprietor or Occupier of a Lot must not do anything or permit anything to be done on or in relation to that Lot or the Common Property that:
- (a) any support or shelter provided by that Lot or the Common Property for any other Lot or Common Property is interfered with;
  - (b) the structural or functional integrity of any part of the Common Property is impaired; or
  - (c) the passage or provision of services through the Lot or the Common Property is interfered with.
- 13.2 A Proprietor or Occupier of a Lot must not install a safe larger than 600x600x600, in a Lot without the written consent of the Owners Corporation and before installing may be required to submit to the Owners Corporation a structural engineering report in respect of the proposed installation.

### **14. SECURITY**

- 14.1 The Owners Corporation may charge a reasonable fee for any additional Security Key required by the Proprietor.
- 14.2 A Proprietor or Occupier of a Lot must promptly notify the Owners Corporation if a Security Key issued to him is lost or damaged.
- 14.3 A Proprietor or Occupier of a Lot or their invitees must not do or permit anything, which may prejudice the security or safety of the Common Property or any person in or about the Building.
- 14.4 A Proprietor or Occupier of a Lot must not duplicate or permit to be duplicated a Security Key without the written consent of the Owners Corporation.

### **15. SERVICES**

- 15.1 The Owners Corporation must not seek payment or reimbursement for a cost or charge from a Lot owner or Occupier that is more than the amount that the supplier would have charged the Lot owner or Occupier for the same goods or services.
- 15.2 If a supplier has issued an account to the Owners Corporation, the Owners Corporation cannot recover from the Lot Owner or Occupier an amount which includes any amount that is able to be claimed as a concession or rebate by or on behalf of the Lot Owner or Occupier from a relevant supplier.
- 15.3 Sub rule 15.2 does not apply if the concession or rebate-
- (a) must be claimed by the Lot Owner or Occupier and the Owners Corporation has given the Lot Owner or Occupier an opportunity to claim it and the Lot owner or Occupier has not done so by the payment date set by the relevant supplier; or
  - (b) is paid directly to the Lot owner or Occupier as a refund.

### **16. SPECIAL RIGHTS FOR THE DEVELOPER**

Nothing in these Rules will prevent or hinder the Developer from completing construction of improvements being the Lots and Common Property and nothing in these Rules will

prevent or hinder the Developer from selling any Lot and without limitation the Developer may:

- (a) grant access rights to third parties;
- (b) use any Lot as a display Lot to assist in the marketing and sale of other Lots;
- (c) place anywhere on the Common Property signs and other materials relating to sale of Lots;
- (d) conduct in a Lot or anywhere on the Common Property an auction sale of a Lot;
- (e) use in any way it considers necessary any part of the Common Property for the purposes of selling Lots (to the exclusion of other Members);
- (f) use in any way it considers necessary any part of the Common Property to facilitate completion of construction works;
- (g) if applicable, develop and construct on each Lot created out of commercial Lots if subdivided into separate Lots; or
- (h) use in any way it considers necessary any parts of the Lots created out of commercial Lots.

## **17. LEASE OR LICENSE OF COMMON PROPERTY**

Despite the preceding rules the Owners Corporation may grant a lease or license in respect of the whole or any part of the Common Property for any purposes it sees fit subject to the provisions of the Subdivision Act 1988 and Owners Corporation Act 2006 and the regulations made under it (or any Act or regulations amending or replacing the Act or regulations) and the provisions of that lease or license will prevail if there is any inconsistency between these rules and that lease or license.

## **18. BBQ AREA**

Proprietors and Occupiers may use the BBQ area as directed by the Owners Corporation provided that such users must:

- (a) be used only during the times determined by the Owners Corporation;
- (b) clean the BBQ and surrounding area immediately after use and remove all rubbish;
- (c) maintain and supervise invitees so as not to disturb other Members in the BBQ area and surrounding Lots;
- (d) have a maximum 6 invitees unless the prior approval of the Owners Corporation is obtained;
- (e) ensure the BBQ is turned off at the main gas valve when not in use; and
- (f) ensure that no proprietor, Occupier or invitee remains in the area if intoxicated.

## **19. ART SPACE AND ART SPACE PRIZE**

### **19.1 Art Space Subcommittee**

- (a) The Owners Corporation shall cause to be established within the date that is six (6) months from the date of the inaugural meeting of the Owners Corporation the Art Space Subcommittee to award the Art Space Prize on an annual basis.
- (b) The Art Space Subcommittee shall be made up of three (3) people comprising 2 members from the Owners Corporation and 1 non-member.



- (c) The Art Space Subcommittee shall be appointed by the Owners Corporation committee.
- (d) The Art Space Prize shall consist of cash in the sum of \$10,000.00 or such other amount or award as the Owners Corporation shall determine.
- (e) The Art Space Subcommittee shall meet annually or more often if necessary to determine:
  - (i) the rules of entry and conditions for the Art Space Prize;
  - (ii) the duration of the display of the Art Space Prize winner;
  - (iii) the type and selection of the art displayed in the Art Space; and
  - (iv) the winner of the Art Space Prize.

## 19.2 **The Art Space**

The Owners Corporation shall:

- (a) maintain and supply the necessary lighting, security and protection to the Art Space and the Art Space Prize Winner as determined by the Art Space Subcommittee;
- (b) insure the Art Space Prize Winner against the usual risks and for such an amount as the Art Space Subcommittee shall determine from time to time; and
- (c) raise a special levy from the Members from time to time in accordance with the directions of the Art Space Subcommittee to cover the costs of managing, awarding and awarding the Art Space Prize and the Art Space Prize Winner.

## 20. **ONSITE BUILDING MANAGER**

The Owners Corporation shall:

- (a) appoint a building caretaker to carry out the day-to-day management of the Building and its facilities;
- (b) supply the materials and equipment required for the building caretaker to undertake its duties.
- (c) pay the agreed fee to the building caretaker on the due date for payment; and
- (d) provide at the Owners Corporation's cost an apartment in the Building including a car space and storage cage for the use of the building caretaker as a residence.

## 21. **ACCESS TO CLEANING APPARATUS AND VERTICAL WALL**

21.1 A Member must and must ensure that an Occupier of its Lot will at reasonable times and on reasonable prior written notice allow the Owners Corporation and the Manager and their employees, agents and contractors access through its Lot to the cleaning apparatus to conduct cleaning and maintenance on the outside of the Building, including but not limited to any garden areas located on the land provide such access as necessary to maintain the vertical gardens on all boundaries.

21.2 The Owners Corporation, the Manager and their employees, agents and contractors in carrying out the cleaning and maintenance of the outside of the Building may:

- (a) enter the Member's Lot (including any balcony);
- (b) bring anything reasonably required for the purpose of cleaning and maintaining the outside of the Building onto the Lot or the Balcony; and

- (c) enter the cleaning apparatus from the window or the balcony of the Lot for the purposes of cleaning and maintaining the outside of the Building.

**A P P E N D I X 17**

**ROI RESIDENTS INFORMATION LEAFLET**



# INFORMATION FOR RESIDENTS

Updated 21 June 2020

For fuller details go to the website <http://www.roiapartments.com.au/>

## Access and Entry to ROI Buildings

Security fobs and intercoms are used to access the ROI Buildings as follows:

- West Wing - ground floor lobby, and behind lift lobby to covered walkway between the East and West Wings.
- East Wing – from covered walkway between East and West Wings and entry beside carpark entrance, plus security fob only access from Alfred Street.
- Vehicle access to the nominated carparks and visitor car parking via the entry ramp from Bik Lane.

## Balconies

- Any alterations or installations of fly screens, blinds, kennels, air conditioning units etc. require written Owners' Corporation approval.
- Do not put any of the following items on your balcony:
  - Bicycles, motor bikes, scooters, large items of furniture and boxes
  - Cane, grass or flammable items
  - Washing, brooms, mops and other similar items
  - Please note fire safety regulations regarding the use of BBQs on balconies.

## Bike Parking and Storage

- There are three bike parking areas: level B1; outside the entry at Ground Level; beside the garden between the West and East Wings.

## Electricity Supply

- ROI has an embedded network with electricity supplied by WinConnect <https://www.winconnect.com.au/> No other providers are available to ROI residents.

## Fire and Emergency Procedures

- Fire evacuation plans are displayed throughout ROI.
- Emergency exits via the stairwells are clearly marked.
- In case of fire exit the stairwells on the ground floor only.
- All apartments and hallways are fitted with smoke detectors and sprinklers.

## Fire and Emergency Procedures (continued)

- If your smoke detector activates do not open your door to the hallway as this will set off the main fire alarm.
- Fire extinguishers are located on each floor.
- Fire doors on each floor automatically shut if there is a fire emergency or smoke in the building.
- Emergency evacuation meeting points are on Nicholson Street outside Moran Accountants, or in Alfred Street, Fitzroy North (exit from East Wing).

## Gas

- Gas usage (for cooking and hot water) is paid quarterly through your body corporate fees or rent.

## Insurance

- Owner's Corporation insurance covers the ROI buildings and contents of the common areas for property damage, theft and public liability and fixtures in your apartment.
- Owners/tenants are responsible for insurance for contents, chattels, and public liability insurance for your apartment, car space and storage cage.

## Mail and Deliveries

- Letter boxes are located in the mailroom inside the main entry door at the ground floor entrance from Bik Lane.
- Residents are responsible for accepting deliveries of parcels, packets or boxes left in the mailroom area.
- Parcels, packets or boxes are left in the mailroom area at the recipient's risk.
- ROI accepts no liability for lost items.

## Moving In/Out

- Contact the Building Manager to advise a move-in or move-out date **at least 48 hours in advance of the move.**

## NBN Accessibility

- NBN through Fibre to the Building (FTTB) is available. You will need to contact your telephone or internet provider for any NBN connection.

## Noise

- Please respect other residents and keep your noise level down, particularly between 10.00 pm and 7.30 am (see Rule No. 4 of the Owners' Corporation Rules).

## Parking

- **Residents - ONE** car park is included in the title of the majority of apartments.
- **Visitors** – 17 visitor car parks, including 2 disability car parks are located on common property on Level B1 and use is **restricted to 48 hours** only. Residents must not park in visitor car parks. Breach notices will be issued.
- **Outside main building** – limit 5 minutes only.
- **Tradies:** owners/residents must contact Mario to organise tradies' parking outside the main building or in the visitors' car park.

## Pets

- Pets that cause no nuisance to neighbours and no damage to Common Property are permitted.
- Do not keep your pets on your balcony unless you or another person is present.
- Do not exercise your pets on Common Property or allow them to roam freely.
- Do not allow your pets to urinate or defecate on any Common Property (gardens, bollards, pillars and walls) at any time.

## Pigeons

- Pigeons and pigeon droppings are an increasing problem - do not feed the pigeons or leave pet food on your balcony.

## Rubbish Disposal and Recycling

- There is a rubbish chute in the lift lobby of each floor for securely packaged non-recyclable rubbish.
- Cans, bottles, cardboard etc. must be taken to the recycle bins in the Bin Rooms on B1 level.

## Rubbish Disposal and Recycling continued

- Plastic bags – deposit in red boxes beside the recycling bins.
- Do not leave any items in front of the garbage chute, or in front of the Bin Rooms.
- Food scraps, mainly fruit and vegetable matter, can be put in the worm farms on Level B2. Read instructions above the worm farms about suitable compostable items.

## Rules

Download and read the Owners Corporation Rules - [OC Rules](#)

## Smoking

- Smoking is not permitted in stairwells, lifts, foyers, carparks, hallways, lobbies or any other area forming part of the Common Property.
- Smoking on your balcony is a fire risk.
- Do not dispose of cigarette butts over balconies or on Common Property including the gardens.

## Security

- Access requires a swipe with your key fob. PLEASE do not allow 'tailgating' and report any suspicious activity to the Building Manager immediately.

## Storage Cages

- Each apartment has a storage cage assigned to it. You will need to purchase your own padlock to secure the cage.
- Do not store any items on top of your storage cage as this impedes sprinklers.
- Do not store any items (furniture, cans, etc.) in your car parking spot or on common property.

## Water

- Connection and accounts are arranged through City West Water - phone 13 16 91.

## Contacts:

Onsite Building Manager (8:00 am to 5:00 pm Monday-Friday and 8:00 am to midday Saturday):

Mario Interlandi 0499272843 [roimanager@live.com.au](mailto:roimanager@live.com.au)

Ace Body Corporate Management (Collingwood)

(9:00 am to 5:00 pm Monday-Friday): 9417 1900 [roi@acebodycorp.com.au](mailto:roi@acebodycorp.com.au)

Emergency after hours contact:

Ace Body Corporate Management 9417 1900

(If the matter **IS NOT** an OC emergency and a building related issue you may be charged a (Collingwood) call-out or service fee of up to \$140 + GST)

Fitzroy Police (24 hours): 9934 6400

(security issues and excessive noise)

Access the ROI website through the QR code or link <http://www.roiapartments.com.au/>



Scan me