



2022

Practical Guidelines for Tenants
Piermont Apartments, 82 Cable Street, Wellington

All tenants should ensure that they are familiar with the contents of this document and the Piermont Body Corporate rules. View the Body Corporate rules and other information online at www.piermontapartments.co.nz

This document should be supplied to all tenants, and be left in the apartment if there is a change of ownership or tenancy.

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1. EVERYDAY LIVING IN PIERMONT

As a tenant living in Piermont, you are subject to both your Tenancy Agreement and the Body Corporate rules. You should have been provided with a copy of the Body Corporate Rules, this document, the Moving Policy and Procedure and the Fire Information pack referred to in 1.6 below.

We are privileged to live in Piermont and must be mindful of the fact that we live in a close community. Body corporate rules are developed to ensure respect for the building and building residents. These rules state that *Unit proprietors and persons under their control shall at all times consider the rights of all other occupiers and proprietors of other Units to the quiet use and enjoyment of those apartments*. View the Body Corporate rules online at www.piermontapartments.co.nz

1.1. Balconies and windows

Balconies must not be used for clothes drying or for general storage (e.g. bicycles)

Articles must not be hung outside from windows and nothing, including cigarette butts may be thrown from the balconies.

Laundry should not be left to dry in view of the front windows of your unit.

1.2. Bicycle racks

Bicycle racks for resident use are located in the basement car park at the Te Papa end of the building. These are provided on a *first come, first serve* basis. It is recommended that all bikes stored on these racks be locked. No liability for bicycle damage or theft will be taken by the Body Corporate. Please respect other peoples' property when using these racks. If you move out remember to remove your bicycle.

1.3. Common areas

The common areas of the building are for everybody to enjoy, if you drop rubbish or spill something, please clean it up.

Smoking or the consumption of food and beverages is not allowed in any of the common areas of the building, including the car park.

1.4. Car parks

The use of car parks should not obstruct or interfere with the use and enjoyment by other residents. Please drive slowly and watch for children.

Car parks are only for the storage of a car, motorbike or scooter. Please ensure that vehicles are be parked within the car park boundary.

Vehicle owners are responsible for the maintenance of their car park/s and keep them clean and free of oil spills.

Flammable substances must not be stored in the car park. Any damage caused by an owner tenant through negligence may result in a liability claim against them.

Parking is not permitted in the common areas of the car park. A *tow away* policy exists.

1.5. Electricity meters

Meters are situated in a secure area. Access for approved contractors can be organised via your landlord or property manager.

1.6. Fire alarms and evacuation

All apartments should have an information pack and an individual unit tally tag relating to the building fire evacuation procedure. These should remain in the apartment at all times. Text Manie van Emmenes (our Building Manager) on 027 2844848 if you require a replacement. Mention you are from Piermont and your apartment number.

If a fire is discovered:

- Telephone 111 immediately and ask for *fire*
- Give the address and location of the fire
- If the building alarm sounds (this is accompanied by a recorded message), take your magnetic tally tag with you for foyer tally board
- Leave the building via the stairwells and do not use the lift
- Notify the fire warden if disabled occupants need assistance in any of the apartments
- Do not attempt to remove vehicles
- Assemble in the locations identified in the fire evacuation procedure
- Smoke stop doors in the building must not be wedged open.

Note: If you have smoke without fire, for example, burning toast, do not open the apartment entry door, as this will activate the building alarm causing a full building evacuation. Silence alarm by pressing the *Silence Alarm* button in the hallway next to your kitchen.

Inform your neighbours if you feel you may need assistance should an evacuation occur.

The Body Corporate is charged for false fire call outs and this will be on-charged to those responsible. Remember you are responsible for your guests.

1.7. Lift faults

In case of a fault with any of the lifts, notify Alive Building Solutions Ltd by text to Manie van Emmenes (our Building Manager) on 027 2844848. Include details including the lift, time of the event and a description of the event. Also mention you are from Piermont and your apartment number.

Push the emergency call button to connect directly to Schindler if the lift stops while you are inside.

1.8. Noise and disruptive behavior

Noise travels through entry doors and open balcony doors. You have neighbours very close by. Please be considerate regarding noise levels and behaviour within your apartment, on your balcony and in the common areas.

1.9. Pets

Tenants are not permitted to have dogs in residence under any circumstances.

1.10. Power failure

In the event of a building power failure affecting the building:

- A battery-operated system will ensure that EXIT signs remain illuminated and emergency lighting is situated in all stairwells and car park areas
- If you are in a lift at the time of a power failure the lift will stop and you must use the emergency lift telephone to call the lift company who will attend and release you
- The exit roller door in the car park can be opened using the manual chain
- The door keypads deactivate when the power is off enabling the doors to open without security tags.

1.11. Residents' notice board

There is a residents' notice board beside the door to the rubbish room. This is provided to aid in the communication of relevant events and issues within Piermont and may include such things as newsletters, notification of people moving in or out and items for sale or rent.

1.12. Rubbish disposal and recycling

Piermont's rubbish room is located at the eastern access to the foyer from the ground floor car park.

- It is only for household rubbish
- Items such as furniture or appliances must not be left in the rubbish room. Owners of offending apartments will be required to remove
- Rubbish is not to be left on the rubbish room floor
- It is your responsibility to dispose of items that do not fit easily into the bin. You can call 0800 GO JUNK (0800 465 865) for collection
- On-charges are made for reviewing CCTV footage and for pick up and disposal.

Refer to the notices in the rubbish room for recycling instructions. If you are unsure if an article can be recycled, or you have not sorted your rubbish for recycling, please use the general waste bins.

1.13. Security

All residents should ensure that access to the apartments is not afforded to any person that have no rightful purpose to enter the building. If you invite visitors into the complex you are responsible for them until they leave.

Do not allow persons who are unknown to you to *tailgate* when you enter the building. This also includes persons or cars entering through the car park doors.

To ensure security integrity please check that the electronically controlled entrance door, the entrance and exit doors to the car park, the fire doors to the lower car park levels and your apartment door close properly after use.

Do not wedge open the electronically entrance door.

The Body Corporate operates CCTV security cameras in common areas. Alive Building Solutions Ltd (our Building Managers) or Committee members will view footage as necessary.

2.14. Sprinklers

Sprinkler heads in the apartments are delicate and must be treated with care. Damage to them may result in setting off the sprinkler causing widespread water damage for which the owner will be held liable.

2. MOVING POLICY AND PROCEDURE

This has been developed by the Body Corporate Committee to ensure that disruption to residents and damage to the internal and external common areas are minimised during a move in or out of the building.

This Policy and Procedure is set out in detail in Appendix 1 of this document. All owners and residents are expected to comply.

3. INSURANCE

Individual tenants are responsible for insuring their own household contents and personal effects.

APPENDIX 1: MOVING POLICY AND PROCEDURE

1. At least one week prior to your moving date notify Manie van Emmenes, Piermont Building Manager of the date you plan to move. Phone 0272844848 or manie@abswellington.co.nz
2. A pre-move inspection will be completed with the moving parties and a member of the Body Corporate Committee. The purpose of the pre-move inspection is to identify any pre-existing damage to common areas that may be affected during the move.
3. Prior to the move, moving residents will sign the Moving Agreement provided by Alive Building Solutions Ltd.
4. Alive Building Solutions Ltd will provide moving notification slips and a lift-stop key. Use the moving notification slips to notify residents, who may be affected, of the approximate date and time of your move. Place the slip in the letterbox of the apartments in your wing and on the notice board next to the rubbish room.
5. The moving resident must inform their moving company that:
 - i. The front entrance door or lift doors must NOT be wedged open under any circumstances. To do so risks damaging the doors for which you would be liable.
 - ii. The common area floors and walls, including in the lift, must be protected against damage by the use of blankets and lift covers. Lift covers are stored in the cleaning cupboard in the rubbish room.
 - iii. The foyer, hallways and lifts must not be blocked and items must not be left resting against walls.
 - iv. When using a lift stop key, please be aware of the need for other residents to use these lifts, and do not stop the lifts unnecessarily.
 - v. USE THE CAR PARK EXIT ROLLER DOOR to move furniture in or out of the building. DO NOT USE THE FRONT ENTRANCE DOOR. To hold the roller door open TURN THE RED SWITCH TO POWER OFF. This switch is situated on the wall to the left of the roller door. When UNATTENDED turn switch back to POWER ON and ensure the roller door is closed.
 - vi. Access the lobby from the car park by the door near to the car park exit roller door. This can be held open by securing it with the wall clip on back of the door. Ensure this door is closed when unattended.
 - vii. There is an area marked in yellow just around the corner from the exit roller door for SHORT TERM STORAGE during the move. Ensure vehicle movements are unrestricted.
6. A post-move inspection will be completed with the moving parties and a member of the Body Corporate Committee. The purpose of the post-move inspection is to determine if any damage to common areas has been caused during the move, and if so arrange the on-charge of the total cost to rectify.