



2024

Piermont Apartments  
82 Cable Street, Wellington

**Moving policy and procedure**

Residents moving in or out of a Piermont Apartment will do so with minimal disruption to other residents and without damaging common areas, including the lift.

Moving residents are responsible for any costs to rectify any damage to common property incurred as a result of the move.

The following procedure has been developed by the Body Corporate 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.

## Moving policy and procedure

1. At least one week prior to your moving date notify Bailey Williams, Piermont Building Manager of the date you plan to move. Phone 0272844878 or [bailey@abswellington.co.nz](mailto:bailey@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.