
Museum Towers

SP 40414

267-277 Castlereagh Street, Sydney, NSW 2000

Ph: 9267 1832 Fax: 9267 9485

Email: info@museumtowers.com.au

Web: www.museumtowers.com.au

COMMERCIAL SUITES **INFORMATION BOOKLET- 2006**

Contact Details

Key Phone Numbers:

Building Manager: (Weekdays- 8am-4pm)	(02) 9267 1832
Security: (Lobby reception- 4pm-8am weekdays, 24hrs weekends)	(02) 9267 1832
Strata Manager: (Philip Kooper)	(02) 9371 9090
Local Fire Brigade:	(02) 9265 2799
Local Police:	(02) 9265 6499
Emergency Services:	000

****New residents/ commercial suites: Please record your name, telephone numbers and car registration number with the Building Manager in case of an emergency.**

Additional Phone numbers:

If you require trades services, listed below are some trade people who are familiar with the building. If you are in doubt about who is liable to repair a problem, please ask Building Management

Plumber (MRC Plumbing- Marco)	0419 417 406
Electrician (Megger Electrical- Adam)	0416 200 017
Locksmith (Bensons Locksmiths)	(02) 9516 4688
Handyman (Barry Hunt)	0407 232 976
Air Conditioning (Avoca Air Conditioning- Jeff)	0404 032 670
Cleaning (Jiang & Kim- James)	0416 108 859

****Information regarding Museum Towers, Its By Laws, Moving information and other fact sheets are available on the Museum Towers website at www.museumtowers.com.au on the 'Information' link.**

Building Management

(K & S Building Management)

Building Management is located on the ground floor at the front desk floor between the hours of 8am and 4pm weekdays- (02)9267 1832.

Building Management may help with common property issues, enforce by- laws, perform building checks, inspects the building security and controls the access security system and tags/ fobs.

Security

(ASF Protection)

Security is located on the ground floor at the reception desk between the hours of 4pm and 8am weekdays and 24 hours on weekends – (02)92671832.

Security monitors movements in and out of the building through the main entrance, paths of egress and the garage.

All residents and commercial suites are encouraged to report any security breaches, intruders, illegally parked vehicles, noise disturbance, lost keys, vandalism etc.

****Security and management do regular building inspections so they may be away from the front desk from time to time.**

Cleaner

(Jiang & Kim Cleaning Services)

The cleaner is on site for eight hours from Monday- Saturday inclusive and for four hours on Sunday.

He will undertake cleaning of the common property areas only which includes the hallways, common bathrooms, level 8 facilities, fire stairs, car park and garbage rooms. The cleaner will not dispose of garbage for individual units or suites or clean within lots (this includes the space of allotted car spaces).

If you think that the cleaning in a common area is in need of attention, please notify the front desk who will in turn notify the cleaner.

Strata Management

(Koooper & Levi Strata Management)

The Strata Management Company for Museum Towers is Koooper & Levi Strata Management. The Strata Managing agent is Philip Koooper, he can be contacted on (02) 9371 9090 weekdays.

Owners of lots within Museum Towers will receive agenda, minutes and other notices relating to Museum Towers from Philip Koooper at the address as was registered by the lot owner. Please inform Philip Koooper of any owner or contact detail changes.

Video Intercom Monitor

Answering Calls

If you have an intercom within your suite, calls to your suite by visitors can be made at the Castlereagh Street entry panel, or at the foyer entry panel.

When a call is made a buzzer will sound at your intercom handset.

If you wish to speak to the caller lift up the handset and speak. Advise visitors to speak directly into the speaker.

Please restrict the length of your calls so as not to inconvenience other users. Only one caller can use the intercom at any one time.

To Admit Visitor

If the call is from a visitor at the front entry panel you may admit the visitor to the foyer/lift lobby by pressing the key button on your monitor. The doors to the lobby will automatically open for around 20 seconds and your visitor will be able to enter the lift, press your floor number and access your floor without a security tag (your visitors time is limited to 3 minutes so please ensure that they are directed to the lifts immediately upon releasing the floor level).

Monitor Information

If you do not wish to be disturbed you may turn the off-switch fully anti-clockwise to switch off the monitor and prevent calls being made to your apartment. (You must switch it back on to receive future calls).

Security Access to Building and Garage

Building

A specially coded security tag/fob is required to gain access to the building. This tag/fob provides access to your own floor and Level 8 (pool /sauna/spa area and squash court and gym). It will also provide access to the car parking floors unless your unit's car space has been leased to another party.

Access to the rooftop and level 7 BBQ areas is only available with a key from Reception, which must be returned immediately after use.

Security tags/fobs are issued from Reception for a deposit (currently \$100) and are subject to periodic renewal. The issue of extra keys for each unit/suite is subject to review by the Executive Committee and the Building Manager. You must provide documentation and Identification to demonstrate that you are entitled to order extra keys for Museum Towers.

1. Users should pass their key in front of the small black key reader below the intercom button panel to the right of the front entrance door. This will give access to the front desk/reception area.
2. To gain access to their own floor, users should pass their security key in front of the small black key reader below the button panel inside the lift and press their own floor number.

General information

Parking Floors:

Entry

Vehicles must enter the parking floors only through the 'up' ramp on the south end of the building. Pass your security key in front of the small black key reader on the right wall of the ramp just before the gate. When the gate is fully open, proceed slowly to your designated parking area. Be alert for pedestrians.

Exit

Vehicles must exit the parking floors only through the down ramp on the north end of the building. Pass your security key in front of the small black key reader on the right wall of the ramp just before the gate. When the gate is fully open, proceed slowly across the footpath and give way to pedestrians before driving to the road.

*For security reasons, security keys will only allow access to the parking floors for persons with legal right of access to a parking spot. Residents with specific needs may apply to the Building Manager for assessment.

Visitors Parking

The lower car park is allocated for visitors of the building. Visitors can include friends, clients, tradesmen etc but not residents who live in the building or staff who work in the building. Each lot is currently entitled to have one visitor at a time only and visitors must be 24 hrs apart. This is to ensure that everyone has a chance to make use of the visitor car park rather than some suites or units monopolising available spaces. Those expecting visitors must let the front desk know within 24 hrs of their arrival and note their suite/ unit number and the name of the visitor. When the visitor arrives, they must report to the front desk for staff to record the registration plate details and contact number before allowing them access to the car park. Staff reserve the right to deny access at their discretion. No unit/ suite should promise the availability of parking as spots may not be available at the time of arrival. If no booking has been made, access will be denied. To exit the car park by foot, visitors will need to go up the fire stairs and exit onto the street and re-enter via the foyer. The lift does not go to the basement car park. To exit via vehicle, visitors should follow the arrow to the exit ramp and press the large red button to open the exit gate. More information on visitors parking is attached. If prior arrangements are made with the Building Manager, parking space can usually be made available for service or trades people, or for deliveries.

Parking Safety & Security

Only one vehicle movement is allowed for each gate opening. Tailgating is dangerous and may affect security recording of traffic. Allow the gate to open fully before passing through. The speed limit in the parking floors is 5KPH. No cars should park on the common property or in another persons space at any time. Cars found doing so may have their access to the car park cancelled. Please ensure that cars park in their allocated space only. It is recommended that car spaces be labelled with a suite number and/or registration details to deter intruders. Car spaces also form part of your lot so they should be kept clean and free of debris, dirt or grease to prevent possible hazards. No items other than vehicles should be stored in car spaces. All care, no responsibility is taken for vehicles in the car parks.

Car Washing

There are no car washing facilities in the building and it is illegal and dangerous to use fire hoses.

Large Deliveries

Residents moving any large items in or out of the building, including moving furniture, must obtain prior approval from the Building Manager and leave the required deposit, currently \$500, until a damage inspection of public areas is carried out by the Building Manager. The building manager should be consulted before making arrangements for removalists etc. There is no 'loading zone' for deliveries/ removals for Museum Towers.

Repairs:

General

The owners of individual units/ suites are responsible for maintenance and repair work within their units. (This includes air conditioning units). Tenants should approach their owners or leasing agents if they have maintenance problems (The Building Manager can supply residents with the names of some trades people).

Structural alterations need the approval of the Owners' Corporation. Please discuss any proposals with the Building Manager. This includes adding partition walls within commercial suites as air condition and fire services can be affected.

Water Leakages

Please report any water leakage immediately to the Building Manager (9267 1832).

Renovations or trade work

If you are undertaking renovations, any work that includes noise, or any work that will affect other units such as plumbing where the water may need to be turned off, please consult management in advance.

Smoke Alarms

There are new legislations in place regarding smoke alarms. All commercial suites and residential units are encouraged to ascertain what their obligations are in regards to smoke alarms. (An information booklet is available on our web page). Please note that there are smoke alarms in the hallways and common property. Smoke from inside units/ suites which travels out into these areas may set off these common property alarms. This includes burnt food and cigarettes. In the event that an alarm is caused in this manner, alarm and brigade cost will be charged to the offending lot.

General:

Mailboxes

Mailboxes are located along the exit driveway on the exterior of the building. Mail should not be left with reception. The front desk will take no responsibility for mail left at the counter. Please do not leave secure items in your mailbox. There is also a post box located just outside the entry drive to the building for convenient posting and there is an Australia Post shop located in World Square.

Deliveries & Couriers

Deliveries of large items should be booked with the front desk. Small parcel, mail or courier deliveries should be organised to be taken to the individual suite. The front desk staff will not sign for, or take responsibility for any parcels or items left at the front desk.

Noticeboard

There are two noticeboards near the lifts in the foyer. These are for body corporate notices only and not for private advertisements. The agenda and minutes of *Museum Towers* meetings are placed on one noticeboard and general building information is located on the other.

Notices

Notices may often be posted under unit/suite doors. These may be general notices or lot-specific notices. Please read all notices and see the front desk with any queries. Special or urgent notices will also be posted inside the lifts and should be read.

Front entry

The front glass entry doors automatically open throughout the day but after hours and on weekends will require a swipe access tag to enter. Those exiting after hours will need to press the button located on the inside left hand side of the doors to exit. Security and Management staff will not give lift access to those who are not able to access with their own swipe or via communication over the intercom. All visitors need to get access to the level through the appropriate means.

Bathrooms

Common bathrooms should be used in a hygienic matter. Please leave these areas tidy and inform the front desk if the bathrooms are in need of attendance. The cleaner attends to the bathrooms once a day.

Kitchenettes

Kitchenettes are located only on level 5 & 6 for use by those on that floor. Please keep these areas clean and hygienic all times.

Window Cleaning

External windows are professionally cleaned twice a year. The windows are accessed via abseiling men. They will clean all external windows which are not reachable by any other means. Notices are distributed alerting units/ suites as to when this will be carried out. Windows in reach should be cleaned by the occupiers.

Cleaners

Units and suites who use the services of a cleaning company should make the appropriate arrangements for access. Suites should organise access tags, keys and car spaces for the cleaners to use and alert them to the processes involved in gaining parking and where to dispose of rubbish. Cleaners should at no stage leave rubbish for the *Museum Towers* cleaner to dispose of. All rubbish and recyclables can be taken to the basement car park for disposal in the appropriate bins. Large amounts of rubbish are not to be left without first consulting the front desk.

Sanitary Services

Sanitary items such as ladies bins and air fresheners are under contract through 'Pink Healthcare' who service these items every 3 weeks. If you feel these items need attendance, please inform the front desk.

Lifts

Three lifts service the entire 35 floors of the building. Because *Museum Towers* is a mixed residential and commercial building, many people come and go throughout all hours of the day. Please be patient when waiting for the lifts and do not abuse the lifts by scraping the interiors or doors, banging at buttons or holding doors open. Please report any problems to the front desk immediately. If you become trapped in the lift, hold the alarm button down for 7 seconds and the lift monitor company will answer your call and send a technician to get you out of the lift. Remain calm and do not panic. Air to the lifts is supplied at all times and you will not suffocate.

Telecommunications

Suites and units are supplied with cabling for telephone lines etc. Technicians who may be connecting extra features should see the front desk before accessing rooms and risers to supply telecommunications.

Electricity and power supply

Each suite has its own fuse box which controls power supply. If you reset the switch and power is still not connected, contact the front desk who will go back to the main meter supply to reset the problem. If this does not rectify a power problem, You should contact your energy provider.

Front desk services

Front desk staff such as security and management are here to service the entire building. They do not act as a concierge service purely for commercial suites. The staff are required to oversee the entire building including patrolling all areas, running building errands, supervising onsite trade staff and dealing with problems as they arise for commercial suites, residential units and common property areas. Therefore they will not be at the desk all the time. You should ensure that those visiting you are aware of where to go and how to use the intercom and lifts to gain access. Front desk staff should be respected at all times. Staff can be contacted whilst on patrols by dialling the front desk phone number: 9267 1832.

Furniture disposal

Furniture disposal is the responsibility of the resident/suite and is not to be left anywhere in the building. All residents are to correspond with council for all removal of furniture. Council can be contacted on 1300 651 301.

Directories & Signage

It is the responsibility of individual suites to organise addition of their information to the intercom panels and directory boards at their own cost. Suites should seek approval regarding directory signage, and personal signage on individual levels, from the Executive Committee in advance with drawn specifications. Please speak to building management with queries or applications regarding these items. Additions to the directory board must be in keeping with the existing font, style and size.

Recycling & Rubbish

****Please see the front desk with details regarding waste disposal.**

Museum Towers encourages everyone to recycle wherever possible. Please use the recycling bins/ tubs located in kitchenette areas to dispose of general recycling. Excessive amounts of recycling should be taken to the basement car park and placed in the labelled bins. Under no circumstances should recycling and rubbish be left on floors or in common property areas other than allocated bins.

Smoking

Smoking is not permitted on the common property areas of Museum Towers. The balcony areas on level 5 & 6 commercial areas are also smoke-free zones as the 'fresh-air' intake vents for air conditioning units are located in these areas and smoke will be transferred into the suites.

Fire Services:

Locks

Any locks placed on entry doors to lots must comply with the fire codes. No dead bolts are to be installed. Dead latches such as Lockwood 002 are a recommended form of additional lock. Please consult building management before installing any alarm systems.

Testing

Fire safety checks and testing will occur throughout the year. Fire service technicians will need to inspect the suites and ensure that lights, sprinklers and locks are compliant in order to certify the building safe. As much notice as possible will be given of when these checks will be undertaken. Testing in common areas will also be carried out and lighting will be limited to emergency lighting only for several hours at testing time in order to check that the lighting is working and sufficient under law.

Exit lights and sprinklers

Exit lights and sprinklers need to comply to fire standards. Commercial suites should initially be built to satisfy requirements. Therefore, it is necessary to make proper plans and get proper approvals and certifications should you wish to renovate or rearrange office fit-outs or internal partitions to satisfy these requirements.

Fire stairs

As Museum Towers is a secure building, fire stairs are locked on the inside. Therefore, once you have entered the fire stairs, you can only exit on the ground floor and cannot access other floors. Please ensure that all guests and staff are aware of this. There is no smoking, loitering or littering allowed in the fire stairs and no items should be left in the fire stairs. You must not under any circumstances block the fire stairs or any path of travel to fire escapes.

BY-LAWS:

All lots within *Museum Towers* are subject to By-laws created under the provisions of the Strata Schemes Management Act, and to special By-laws pertaining to *Museum Towers* passed by the Owners' Corporation.

The following selection contains extracts only from the By-laws. Owners should read the complete By-laws they received upon settlement. By-laws are also located under the 'information' tab of the webpage www.museumtowers.com.au New By-laws are often created and these will be added to the website listing as they become registered.

Animals

With the exception of guide dogs, no animal may be kept in any unit without seeking prior permission from the Owners Corporation.

Children Playing in the Common Area

Children must not play in common areas such as driveways and parking areas. This restriction includes cycle, skateboard and roller blade riding. Children must be under constant adult supervision in the pool area and the barbecue areas.

Drying of Laundry Items

Washing must not be hung on balconies or any part of a unit in such a way as to be visible from outside the building.

External Appearance of Units

No external fixtures may be erected without the approval of the Owners' Corporation. Window drapes and blinds must have a pale pink or similar coloured backing (to ensure uniformity of external appearance). External and balcony glass is to be kept clean. No advertising, posters or other such items are to be displayed on windows, balconies, patios or front doors apart from approved suite signage.

Common Area: Attire

Residents must be adequately clothed and wear footwear on common property, in particular to- and- from the pool and parking floors.

Garbage Disposal

The garbage room and chute is located to the north of the lifts on each residential floor. There are currently no garbage chutes on commercial levels. Due to this, individual suites will need to organise for rubbish, waste and recycling to be taken down to the basement car park and put in the appropriate bin.

Do not throw items from your windows or balcony- including cigarette butts and ash. Damage has been caused to property and this practice is dangerous, disrespectful and illegal.

Recreation Areas

Swimming pool, sauna, spa and gymnasium areas are open from 6am to 11pm. Residents using the area must exercise caution and not interfere with the use of facilities by other persons. Children must be accompanied by adults and guests must be accompanied by residents, at all times. No alcoholic beverages or glass containers of any type are to be taken into these areas.

Footwear must be worn to and from the pool area, and residents are requested to dry themselves before leaving the pool to prevent damage to carpets and furnishings. Barbecue areas and the squash court are locked, and bookings must be made with the building manager. These areas are locked for the night at 11pm. Residents using these areas must use caution and not interfere with the use of the facilities by other persons. Noise should be kept to a minimum in recreation areas at all times. Offensive language and alcohol and drugs are not to be used in these areas under any circumstances.

Speed Limit

The speed limit within the building and across the entrance and exit is 5KPH and must be strictly adhered to. Please be aware of heavy pedestrian traffic across the driveways and also be aware that pedestrians may be walking on ramps etc in the car park levels.

Noise

Noise from musical instruments and amplified sound equipment (TV, hi-fi radios etc) travels easily, particularly late at night when most people are resting. Please consider other residents and keep noise at a reasonable level, especially at night. Remember, your floor is someone else's ceiling. Noise can travel a long way in this building so some simple drilling or hammering may affect people through the entire building.

In addition to action against offenders under the Strata Schemes Act, police and the Environmental Protection Agency have power to ease many noise problems. Regulations made under the NSW Noise Control Act prohibit the use of amplified sound equipment (TV, hi-fi, radios etc) and musical instruments between the hours of midnight and 8am if they can be heard in your neighbour's home.

Police have power under the Noise Control Act to direct a person making offensive noise (for example, a noisy party) to cease making that noise. A noise abatement direction of this kind may be issued at any time of the day or night and remains in force for six hours from the time it was issued. Any person who fails to comply with such direction can be fined up to \$500.

Phone security on 9267 1832 to discuss any noise problems.

Parking

No vehicles may be parked in driveways. There have been instances where vehicles parked illegally have blocked or hindered access to emergency vehicles, as well as residents' vehicles.

Any vehicle parked in any driveway or on common property will be towed off the premises and the police will be notified. Action will be taken against offenders under the NSW Strata Schemes Management Act.

Residents or their visitors must not park on common property or in car spaces to which they are not entitled.

Residents must not store any flammable liquid, gas or chemical that is dangerous, and that might invalidate the building's insurance cover.

Residents must not store boxes, carpets, furniture or other items which might attract vermin, or cause pollution or obstruction.

Written permission from the owners corporation must be granted prior to anything, other than a car, that is to be stored in a resident's car space.

'Visitors' parking should be used by those who remain visiting a suite/ unit and do not leave the building. Visitors parking is subject to conditions.

Museum Towers

SP 40414

267-277 Castlereagh Street, Sydney, NSW 2000

Ph: 9267 1832 Fax: 9267 9485

Email: info@museumtowers.com.au

Web: www.museumtowers.com.au

EVACUATION PROCEDURE IN CASE OF FIRE

Fire prevention & fire occurrence procedures

Residents should be aware that the two of the main causes of fire in apartment blocks are kitchen accidents (overheating cooking oil, fats etc) and cigarettes not being extinguished.

Residents/ suites are encouraged to acquire domestic kitchen-type fire extinguishers to have on hand in case of an emergency. These extinguishers are available at most hardware stores, some supermarkets, department stores and car accessory stores.

There is a complete ban on smoking in the common property of Museum Towers so no smoking is allowed in the hallways, fire stairs, BBQ areas, foyer, level 8 facilities or car park. The By-laws prohibit the storage of flammable materials in units and car spaces.

Please be sensible about fire safety and educate children about the dangers of fire.

Please check appliances for possible defects and have items professionally inspected if in doubt. If a circuit breaker or fuse in your unit continues to cut off the power, you may need an electrician to find where the fault is and ensure your safety or that you may be overloading the circuit. (Too many appliances). Workplaces may be subject to regulations regarding the need to test appliances for the safety of employees and other users.

Items such as electric blankets, heaters, festive lighting, toasters etc can easily cause fires if they are faulty or placed in the wrong location. Always keep electrical items clear of carpet and flammable materials, chemicals, fabric etc.

Those in commercial areas using kitchenettes should take steps to prevent the setting off smoke alarms.

Fire Extinguishers/ Hoses & Sprinklers

Fire hose reels are located at the north end of all residential floors next to the garbage room. Fire hoses may be used on fires that do not involve flammable liquids or electrical fires. Fire hoses are also located on all parking floors.

Minor fires in units may be extinguished with Portable fire extinguishers, or a fire blanket which can be purchased by Owners/ offices. Fire extinguishers and fire blankets are located in kitchenettes on levels 5 & 6.

Fires in an oven may be extinguished by leaving the oven door closed and turning the oven off.

Automatic sprinklers are installed in all rooms in residential units and office units. The sprinklers go off when they reach a certain temperature. **Do not wait for sprinklers to go off before evacuating as smoke can potentially kill before a room has heated up.**

Note: Always call the Fire Brigade (000) for all fires, even if you have extinguished the fire.

Smoke Alarms

New legislation has come in requiring all residential & commercial properties install smoke alarms. You can view information about how/ where you should install the smoke alarms in your home or office on the 'smoke alarms' link on the web page www.museumtowers.com.au, under 'Information'.

The NSW Fire Brigade offers a service to elderly or infirmed people to install battery operated smoke alarms and change the batteries in the smoke alarms annually. Building Management is also available at the front desk if anyone has trouble replacing the batteries in their smoke alarms.

Museum Towers does not currently have an audible warning system. This means that if a fire is detected by the sensors in common property hallways and areas, the fire panel will register a problem and 'call' the fire brigade but no alarms will sound. Therefore, it is very important that the alarms in your unit/ suite are installed and in working order so you are given sufficient audible warning to evacuate.

Please make sure that smoke alarms are installed in your unit/ suite. Real Estate agents should be notified if no smoke alarms exist in you unit, or if they appear to be faulty so that they can be fitted or repaired immediately.

Anyone wanting to have smoke alarms installed can see the front desk for contact details of tradesmen and electrician who can fit them.

It is important to regularly test smoke alarms to ensure that they are working properly. This is usually done by simply pressing the 'test' button on the alarm and it should sound. If a smoke alarm starts to ring, it has sensed smoke. If an alarm 'beeps', it has detected a fault and may need to have the battery changed.

General Procedure in Case of Fire

Should fire occur, or smoke be detected, no matter how minor it may seem to be, proceed as follows:

Remain calm

1. Immediately call the Fire Brigade on 000, and then the building manager/ front desk on 9267 1832.
2. Identify the location of the fire, giving the number of the apartment, the floor number and the street address Museum Towers, 267-277 Castlereagh St Sydney, nearest cross street Goulburn St.).
3. Identify what is involved in the fire, for example, foodstuffs, furnishings, flammable liquid, electrical equipment if known and if there are any missing, trapped or injured persons.
4. If it is necessary to leave the area, the doors of a unit, suite or level must be closed (NOT LOCKED) to confine the fire and smoke to that area. Lights should be left on
5. Alert others in the vicinity to the problem if possible

****PLEASE NOTE: AN EVACUATION DIAGRAM IS LOCATED ON EACH FLOOR, DIRECTLY OPPOSITE THE LIFTS. PLEASE ENSURE THAT YOU ARE FAMILIAR WITH THE DIAGRAM AND REFER TO IT AS NECESSARY.**

****PLEASE ALERT THE FRONT DESK IN ADVANCE OF ANYONE WHO MAY NEED HELP EVACUATING IN CASE OF A FIRE. PEOPLE WITH DISABILITIES, ELDERLY PEOPLE, THOSE WITH LANGUAGE BARRIERS OR PEOPLE WHO ARE IMMOBILE OR THOSE WHO HAVE YOUNG CHILDREN MAY NEED ASSISTANCE IN THE EVENT OF AN EMERGENCY.**

Evacuation of an area

Where fire is widespread and/or smoke is severe, or alarms sound, evacuate the unit:

1. Ensure all occupants evacuate the unit. Do not attempt to take material items or retrieve objects from the area. Occupants should leave as quickly as possible, closing doors and, if safe, windows as they vacate.
2. Close the doors and windows (if safe) as you vacate the unit or area to eliminate draughts and to confine the fire and smoke to the original area. Do not lock the front door as fire fighters may need to access the area. Even if the fire is not in your unit/suite, when vacating, close all doors and windows to slow the fires spread.
3. Use the fire stairs which are located at the north and south ends of the building and identified by the green 'Exit' signs. **DO NOT USE THE LIFTS.** If it appears that a fire stair is blocked due to hazard or fire, try to access the opposite fire stair.

If smoke is evident in your area, get down low to the ground and make your way to the nearest safe exit.

4. Alert occupants in other units on the same floor of the hazard. Because of spreading heat and smoke, all occupants need to be notified.
5. Do not block access to fire exits. Evacuate down the stairs in a calm and orderly manner. Do not attempt to move your car from the parking floors, as this could lead to traffic jams and seriously hamper fire fighting efforts.
6. Exit the fire stairs and go to evacuation points, leave the street and front area clear for the fire brigade to easily park and access the building. There may be up to 4 trucks so the entire street needs to be clear.
7. Alert Museum Towers staff or Fire Brigade to anyone who may be trapped or have difficulty evacuating

Inability to Leave the Unit

In the event of fire or spread of smoke from outside the unit, which prevents the use of the hallway leading to the fire stairs, the following action is recommended:

- Before attempting to open the door, place the back of your hand on the door handle. If after 5 seconds the handle feels warm to touch this indicates a serious fire condition in the hallway. **DO NOT OPEN THE DOOR.**

-Seal the bottom of the door and other places where smoke may enter with wet towels, blankets or similar materials.

-Open any windows which will allow fresh air to enter the unit, only if the fire is NOT on your side of the building (do not open the window if you can see that smoke from outside may enter)

-Call '000' and the front desk to alert them to where you are.

Important Fire Safety Tips

- Never leave cooking unattended
- Never throw water on burning oil- The fire will expand. Try to turn the appliance/ stove off and put a lid or fire blanket over the flames
- Do not put metal items such as cans or foil into microwaves
- Never leave lit flames such as candles unattended
- Test electric blankets and decorative lights each year for safety
- Install Residual Current devices to protect from electrical hazards
- Do not use hot appliances near flammable items (eg- a toaster sitting on the carpet or near curtains.)
- Do not continue to use appliances which have 'tripped' out a circuit or are faulty.
- Do not use appliances which have exposed wires or damages cords
- Do not overload power points and power boards. Purchase surge protected adapters and power boards for safety cut-out.
- Extinguish all cigarettes properly and do not throw the outside balconies or windows (this has the potential to ignite items on another level).
- Install and maintain smoke alarms in your apartment
- Remove deadbolts and replace for dead latches to ensure that you can escape in a hurry if necessary. (Dead bolts are illegal in high-rise buildings such as Museum Towers and should be changed immediately for a dead latch or removed and the hole sealed with fire-rated putty.)
- Educate children about fire safety and keep matches and lighters out of reach
- If your clothing catches fire: stop, drop to the ground and roll to extinguish the fire
- Should you be burnt, run the wound under cool water if at all possible for at least 15 minutes. Seek medical help as soon as possible Do not put ice on the wound or wrap it in fabric.
- If in doubt, evacuate. Staying inside when there could be a fire in the building could be very dangerous.
- Record details of any people who may need assistance in the event of a fire at the front desk. (Staff should be made aware of anyone who has a disability, and elderly people, or people who have young children who reside in the building)

Emergency Contact Numbers

FOR ALL EMERGENCY SERVICES:

000

Poisons Information's line:

131 126

Security: (Lobby reception- 4pm-8am
weekdays, 24hrs weekends)

(02) 9267 1832

Building Manager: (Weekdays- 8am-4pm)

(02) 9267 1832

Strata Manager: (Philip Kooper)

(02) 9371 9090

NON EMERGENCIES

Local Fire Brigade:

(02) 9265 2799

Local Police:

(02) 9265 6499

Museum Towers

SP 40414

267-277 Castlereagh Street, Sydney, NSW 2000

Ph: 9267 1832 Fax: 9267 9485

Email: info@museumtowers.com.au

Web: www.museumtowers.com.au

MOVING IN/ OUT

-Please give at least 48 hrs notice of a move to the front desk

-Moves must occur between 8am- 4pm Monday to Friday or 9am- 3pm Saturdays

-A \$500 deposit is to be paid before moving. (This deposit will be returned to you immediately after the security or management have checked that no damage has been caused to common property.)

-There is no loading dock or zone for moves- on street parking should be used for trucks etc. Cars, utes or small vans can be driven to your unit's car spot and unloaded from there.

-You must inform the front desk that you are moving in/ out even if you have no booking for the lift and give them current contact details where necessary. (New residents should fill out a contact sheet)

-Before you start your move, make sure that you inform the staff onsite and put up the lift covers in the lift number one. (The lift covers can be collected from the front desk)

-Small loads of singular boxes or bags do not need to be booked with at the front desk unless they exceed one full lift load.

-Do not hold the lift doors open, this will cause problems and resulting lift malfunctions will be charged to the offender.

-Please be careful when moving through common property: doors, lifts, mirrors and exit signs are easily knocked and damaged.

-Please be mindful of traffic and pedestrians at all times- Do not block doorways or pedestrian walkways, fire doors or stairs, traffic areas etc when moving

-Please be courteous to staff and other residents etc at all times by wearing appropriate clothing, refraining from use of offensive language and keeping noise to a minimum.

-Moves should not exceed 3hrs.

-Furniture must be taken to and from the lifts via the side ramp when going to the street and not through the main foyer if at all avoidable.

-Any damage to common property must be paid for upon request by management.

-Items can not be left on the common property during a move.

-No responsibility will be taken for loss or damage to personal property whilst your are moving on common property at Museum Towers

Please contact the front desk if you are canceling or changing a move or have any problems- 24hrs/ 7 days.

Museum Towers

SP 40414

267-277 Castlereagh Street, Sydney, NSW 2000

Ph: 9267 1832 Fax: 9267 9485

Email: info@museumtowers.com.au

Web: www.museumtowers.com.au

VISITORS PARKING – RULES AND REGULATIONS

- Residents / Commercial Suites are to arrange a booking with front desk prior to the arrival of their visitor. Information required to make a valid booking is the registration number of the visitor's vehicle, along with their full name;
- No visitor is to be admitted without prior notice from resident / commercial suite;
- Visitors are only able to book visitors parking for a maximum period of 24 hours;
- Visitors parking is not permitted for the use of residents, business owners or their employees;
- A limit of one application per lot, per 24 hour period applies;
- No more cars than designated parking spaces are to be granted access to visitors parking at any given time. Details of vehicles found to be parking on common property without approval are to be recorded and NOT admitted to the visitors car park in future;
- Bookings for visitors parking are only able to be made at the front desk with visitor access provided to the lower parking bay only;
- Visitors parking is based on availability only. If staff are patrolling the building, the visitor must wait until they have returned to gain access to the visitors parking;
- Visitors must be genuine visitors of a unit / suite and not simply using the car parking facilities to undertake other business in the area (eg – going to work or going shopping);
- Any damage to other vehicles or common property is the responsibility of the person who causes the damage. Necessary repair arrangements and costs need to be organized by the offender;
- Staff reserve the right to deny entry to the visitors car park at their discretion;
- All care, no responsibility is taken for vehicles parked in visitors parking;
- Use of the visitors parking serves as an acceptance of the above rules.

Museum Towers

SP 40414

267-277 Castlereagh Street, Sydney, NSW 2000

Ph: 9267 1832 Fax: 9267 9485

Email: info@museumtowers.com.au

Web: www.museumtowers.com.au

Dear Resident/ Commercial Suite,

Our records show that we may not have up-to-date contact details for the owners and staff of this suite. The sole purpose of the questionnaire is to get contact points in case we need to contact you in relation to building matters, for security purposes of in case of an emergency.

Accordingly, could you please fill out the attached questionnaire and return it to the front desk in the foyer as soon as possible with a copy of a lease agreement if applicable.

All information will be treated in the strictest confidence.

Regards, Building Management

Suite No#: _____ **Level:** _____ **Owner/Tenant? (circle as applicable)**

Contact details

Manager/ Owner.: _____ Phone No#: _____

Other staff 2.: _____ Phone No#: _____

Other staff 3.: _____ Phone No#: _____

Other staff 4.: _____ Phone No#: _____

Other staff 5.: _____ Phone No#: _____

Other staff 6.: _____ Phone No#: _____

Suite/ Office landline No#: _____

Real Estate Agent details (if applicable)

Real estate Agent: _____ Phone No#: _____

Agent name: _____ Lease start date: _____

Amount of security tags held (in total): _____

Car details (if applicable)

Car Rego Plate No#, Make & Model: _____

Special Information: (Please provide information you feel is relevant such as office open hours, purpose of business etc)
