



MANLY NATIONAL BUILDING

The Owners – Strata Plan 7114 and 13245

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MOVING? WE CAN HELP!

Please:

1. **Notify**, the Building Manager (BM) via email, of the date and time you plan to move in or out of the Manly National Building (MNB)
2. **Lift Keys**, will be provided you with lift blanket cupboard keys. The lift keys are to be placed in the “Exclusive switch”. By switching to exclusive the lift cannot be called away to other levels.
3. **Lift Blankets**, you must use these, they are conveniently located in the small cupboard beneath the central fire stair (entry via lift lobby). Please place these in lift no.2 (the one on the right), you must remove these after use and return to the cupboard.
4. **Parking**, is a problem, regrettably after 45 years, Manly Council no longer allows access into the Short Street Plaza. There may be some parking in Short Street or temporary parking in the loading bay (enter from Short Street) for vehicles that are not too tall.
5. **Completion of move**, upon completion of moving your bulky goods please return the lift to normal service and the keys to the BM office, return the lift blankets and notify the BM via email that you are finished.
6. **Admin Fee payable**, if you fail to comply with the above conditions an Admin Fee is charged for rectification costs incurred by the OC.
7. **Time**, do not plan to use the lift to move in or out of the MNB during peak times, 7am to 8.30am or 5pm to 7.30pm, Monday to Friday.

buildingmanager@manlynational.com

(by authority of the Owners’ Corporation SP 7114)