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# **BOTANIC MELBOURNE**

## **RESIDENTS GUIDE**



**25 COVENTRY STREET  
SOUTHBANK**

The material contained in this manual is for information purposes only and does not create or vary any legal rights and obligations.

This manual should be read together with the Rules for your Strata Plan; and the Owners Corporation Act 2006, which do create legal rights and obligations.



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## WELCOME LETTER

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Welcome to Botanic Melbourne.

There has been special care taken in designing your apartment and there have been regular inspections in each apartment during construction to ensure that your apartment achieves the highest standard possible.

The façade and interiors of Botanic have been stylishly designed and each apartment has been individually created to complement today's lifestyle needs using only the finest quality materials and finishes throughout.

To help you become familiar with the features of your apartment, please find enclosed reference information including the operation of appliances and systems, your Owners Corporation, as well as cleaning and maintenance instructions to help keep your apartment in excellent condition.

We ask you take the time to browse through this Guide when you first move in and also refer to this Guide in the event you have any questions about the building, fixtures and fittings and appliances without your apartment.

Please take the time to read the enclosed information carefully.

The manual consists of separate sections including **SAFETY INFORMATION**. It is very important that you read this section.

## 1 IMPORTANT INFORMATION

### 1.1 EMERGENCY PROCEDURES

## FOR ANY LIFE-THREATENING EMERGENCY CALL 000

#### Emergency in common areas (any area that is not your apartment)

For non-life-threatening emergencies, identify the cause and where the problem is located within the building if possible. Then contact the Building Manager:

**Building Manager:** 0448 432 366  
[bm@botanicmelbourne.com.au](mailto:bm@botanicmelbourne.com.au)

Examples (but not limited to) of non-life-threatening emergencies are:

- Rubbish chute is blocked
- Water leak in a car park area
- Garage roller door not operating correctly

#### Emergency in your apartment

If a problem is located within your apartment, isolate the service if appropriate and if safe to do so.

- In the case of water: the isolation valves for both hot and cold-water supply to your apartment are accessible via the ceiling access panel near the entry door, outside of the apartment.
- In the case of gas: the isolation valves for gas supply to your apartment is located either in the cupboard under the bench next to the cook-top, underneath the sink or behind the cutlery draws.
- In the case of power: isolate at the switchboard located in your apartment
- In the case of smoke from cooking and the smoke detector is sounding: DO NOT OPEN YOUR ENTRY DOOR. This could likely cause the general fire alarm to sound and a call out charge of \$3,000 (as at April 2020) will be charged to the resident. Simply turn your rangehood on and open balcony door/s and window.

#### Evacuation Plan

An evacuation plan is located in the lift lobby area of each floor to indicate the designated exit points from your level.

#### Fire Alarm

A smoke detector is not a fire alarm. In the event of a general fire alarm, a warning message will sound from the speakers located in your apartment, the common-corridors and the common areas (including car parks). This will occur whether the fire sprinklers are activated or not.

Upon hearing the evacuation warning tones, you should alert all occupants in your apartment, turn off appliances, take your keys and phone and evacuate the building via the fire escape stairs.

### 1.2 BUILDING FIRE PROTECTION

#### Fire Alarm System

All apartments and public areas of the building are fitted with fire alarm systems. A fire alarm can be activated in the following ways:

- A sprinkler head in an apartment or common area is activated (by heat/fire or being tampered with)
- A common area smoke detector being activated (note – this is a different type of detector to what is located within apartments)

Either of the above scenarios will cause a general fire alarm to activate and the Fire Brigade will be called automatically.

#### Sprinklers

In the event of a fire near a sprinkler, heat generated will cause the sprinkler cap to activate. If a sprinkler is activated, a fire alarm will be raised and the Fire Brigade will be called automatically. The fire sprinkler system is under constant pressure. Pumps are also provided to maintain the pressure during operation.

Sprinklers must be protected from damage. Do not hang anything from the sprinkler or obstruct the sprinkler in any way. A broken/damaged sprinkler could cause considerable water damage. It will also mean the Fire Brigade will attend. As at April 2020, fire brigade attendance to a false alarm is charged at **over \$3000 per truck**.

- DO NOT TAMPER WITH SPRINKLERS IN ANY WAY – DAMAGE CAUSED WILL BE THE RESPONSIBILITY OF THE OCCUPANT
- SHOULD THE OCCUPANT BE AWARE OF ANY DAMAGED COMPONENT/S OF THE FIRE SERVICES, PLEASE REPORT THIS TO THE OWNERS CORPORATION MANAGER IMMEDIATELY

#### **Fire Services within Apartments**

Your apartment is fitted with domestic smoke detectors. These are internal to your apartment only and, if activated from within your apartment, will not cause a general fire alarm. Each detector is mains powered and contains a backup battery. It is important to replace the battery periodically or as recommended by the manufacturer. A good rule is to change the batteries at each change to daylight savings (every 12 months).

Note that in the case of a general fire alarm caused by a sprinkler or common area smoke detector, evacuation tones will sound. This is critical to the safe evacuation of apartments during an emergency. As such, if you need to replace a faulty or damaged smoke detector within your apartment, the replacement must be compatible. Consult a registered electrician.

#### **Fire Hydrant/ Fire Extinguishers**

Fire Hydrant Boosters are located on car park levels and apartments levels within emergency stairwells. Additionally, Fire Extinguishers are located throughout the corridors and public areas. Their locations are clearly labelled, and you should become familiar with these. A typical floor layout is shown in **Section 7.1 (Page 30)** outlining the locations of Fire Extinguishers.

#### **Fire Doors**

Fire escape doors are clearly marked and must not be held open or obstructed in any way. The doors are heavy and for the comfort of other residents, please do not allow doors to slam shut.

### **1.3 SAFE HIGH-RISE LIVING**

Please note the following:

1. Do not drop or throw anything from the balconies or windows of apartments
2. Residents are advised to be aware of the effects of gusty winds and are not to leave unsecured items on balconies.  
**DO NOT PLACE ANY ITEMS ON THE BALUSTRADE LEDGES.**
3. Cleaning balconies, windows, and balustrades should be done using safe procedures, and without climbing onto or over the balustrade. Do not lean over balconies or out of windows for any purpose. Ensure cleaning equipment is adequate for the required task, and that items are not dropped from the balcony onto other apartments or neighbouring properties.
4. Windows and balcony doors should be kept shut during high winds and storms

#### **IMPORTANT NOTES TO ALL RESIDENTS**

YOU MUST NOT STORE ANY MATERIALS UNDER ANY CIRCUMSTANCE ON YOUR BALCONY. THE BALCONY IS NOT A STORAGE AREA. ANY FURNITURE PLACED ON THE BALCONY MUST BE NON-COMBUSTIBLE.

DO NOT LEAVE ANY ITEMS WITHIN THE STAIRS, CORRIDOR AREAS OR OTHER COMMON PROPERTY AREAS, THESE AREAS ARE UNDER CCTV SURVEILLANCE.

### **1.4 HELPFUL PHONE NUMBERS**

The below Emergency and Trade Contractor numbers have been included for Residents.

Please note that call out for all items that fall outside warranties will be charged to you directly by the respective contractor as will a call that is made to any trade not noted on the list below. To avoid unnecessary costs, check your circuit breakers located in the switchboard in your apartment and isolation valves before calling electricians or plumbers, as charges may apply for unnecessary attendance. Please ask the Owners Corporation if you are unsure.



**Tenants please note** that all tenanted properties should contact the property manager or rental agent who will contact the Owners Corporation.

**Emergency Numbers:**

**TELEPHONE ONLY IN AN EMERGENCY**

Please note that an emergency is a situation endangering life, injury, or damage to people and or property. Trivial matters, false or non-emergency callouts will be charged to you directly.

SERVICE	COMPANY	TELEPHONE
FIRE, POLICE, AMBULANCE	EMERGENCY SERVICES	000
BUILDING MANAGER		0448 432 366
OWNERS CORPORATION MANAGER *BUSINESS HOURS ONLY	THE KNIGHT	03 9509 3144
PASSENGER LIFT	KONE LIFTS	Press Emergency Call Button in Lift

**Trade Contractor Numbers:**

Please note that callouts for items which are not a defect or for non-emergency items will be charged to your directly by the respective contractor as will after hours call-outs.

To ensure unnecessary costs are not sustained, please ask the Owners Corporation Manager if you are unsure whether a call-out will incur costs.

It is recommended you have the below locksmith's number in your phone in case you are locked out of your apartment

	BUSINESS HOURS	AFTER HOURS
<b>PLUMBING</b> Complete Plumbing Contracting  PLEASE CHECK YOUR HOT AND COLD-WATER ISOLATORS PRIOR TO CALLING A PLUMBER.	03 9553 6051	0418 933 925
<b>LOCKSMITH</b> Impact Hardware	03 9735 3759	0404 092 723
<b>ELECTRICIAN</b> ASI Electrical  PLEASE CHECK YOUR CIRCUIT BREAKERS PRIOR TO CALLING AN ELECTRICIAN.	03 9800 3866	03 9800 3866
<b>AIR CONDITIONING</b> Coldflow Mechanical	03 9549 6100	03 9549 6100

For all maintenance or general enquiries concerning the common areas (note – not your apartment), please contact the Building Manager.

For ongoing enquiries after expiration of warranty period, all tenanted properties should contact your property manager.

## 1.5 REPORTING MAINTENANCE ITEMS

Botanic Melbourne has been expertly constructed by Icon Co and will require your care and attention in order to maintain the high standard of fixtures, fittings and appliances within your apartment.

We would like to highlight that proper care and maintenance is needed to ensure the longevity of the finishes and fixtures within your apartment. Please note the Defect / Reporting Procedure below.





### DEFECT LIABILITY PERIOD

Icon Co offers a 12-month Defect Liability Period (effectively a warranty period for constructed items) for all apartments. The defects liability period commences at the completion of the project **not** from the date when you move in.

You may find that within the initial 12 months from completion that some items within your apartment may need some technical and trade adjustment.

Prior to settlement, an inspection of this apartment was conducted and all cosmetic defects were identified. It is important to note that Icon will not rectify scratches, dents, chips, stains and similar issues post-occupation.

If you encounter any other defects during the first 12 months of occupation then it is up to you to contact Evolve Development who shall in turn liaise with you and Icon Co to resolve the defect items.

The sort of defects you may notice could include:

- Dripping kitchen tap
- Loose handles of doors and kitchen cabinets
- Power points not working

With regard to any appliances (oven, cooktop, dishwasher and air-conditioner), please read through the user manuals supplied in your handover pack prior to making contact with Evolve Development, as some items may be easier worked out by reading the user manual.

Please note the following:

- Any alterations completed after settlement will void your builder's warranty. Damage caused by late notification of leaks, failure to reasonably mitigate loss and lack of preventative maintenance is not covered under the builder's warranty.
- Icon Co will endeavour to resolve issues in the shortest time possible but are unable to control the timeframe when some items require the involvement of a third party.
- It is important to provide as much information about the defect you are reporting to the builder. Providing a clear description of the defect will expedite the resolution of the issue.
- **Baby wipes are not to be flushed down the toilet.** They must be disposed of properly via the rubbish chutes. If residents are found to be flushing baby wipes down the toilet they will be liable for any and all damage caused as a result of this action.

## 1.6 REPORTING MAINTENANCE ITEMS PROCEDURE

1. An online form is available here:  
<https://botanicmelbourne.com.au/maintenance/>
2. Fill out all fields including:
  - a. Your name
  - b. Apartment number
  - c. Contact details
  - d. Details of the defect(s)
3. Submit the form

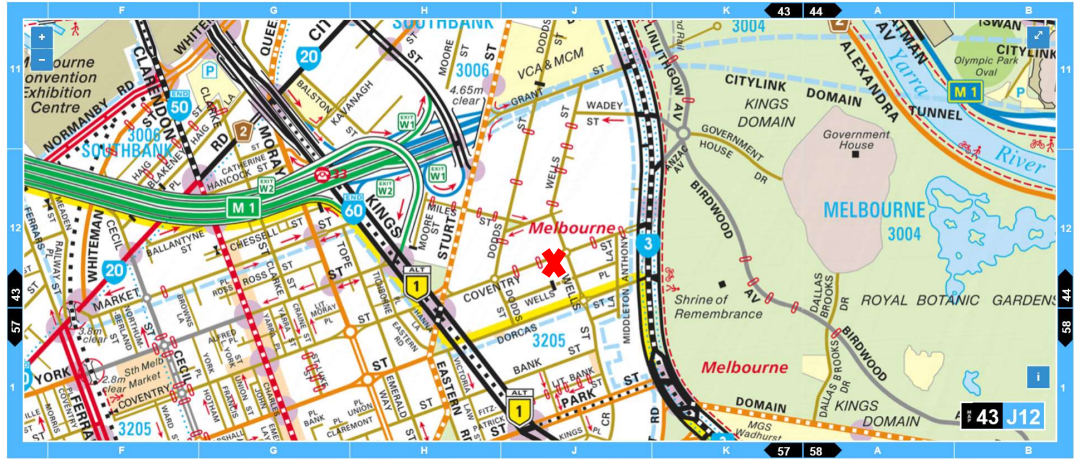
Evolve Development or Icon Co will be in contact as soon as possible to arrange a time for access to repair the item.

If for any reason the above form does not work, please email [evolve@botanicmelbourne.com.au](mailto:evolve@botanicmelbourne.com.au). Include your contact details and an in-depth description and/or photographs of the defect(s). Please include your apartment number in the subject line of the email.

## 2 BUILDING INFORMATION

### 2.1 AREA MAP

Below is a map of the immediate area surrounding The Botanic Melbourne Apartments.



### 2.2 TRANSPORT & HEALTH SERVICES

Nearest Train Station – Flinders Street Station

Tram Routes – St Kilda Road (Shrine of Remembrance Station, Routes 3,3a,5,6,16,64,67,72)

Nearest Hospital – Alfred Hospital, 55 Commercial Road, Melbourne 3004

Nearest Medical Centre – Southbank Medical Centre, 151 Sturt Street Southbank Vic 3006

### 2.3 MAILING ADDRESS

Your mailing address is your Apartment Number followed by 25 Coventry Street Southbank, 3006. For example, if you live in Apartment 101, your mailing address will be 101/25 Coventry Street, Southbank VIC 3006.

### 2.4 OWNERS CORPORATION DETAILS

Your Owners Corporation is responsible for managing the common property of Botanic Melbourne. Please find attached a Statement of Advice and Information to assist you in understanding your Owners Corporation. The Owners Corporation has rules for members and others so that the building operates efficiently. See **Appendix D** for Owners Corporation rules.

We are pleased to advise that The Knight is the manager of your Owners Corporation.

#### OPERATIONAL MATTERS

Please contact the Owners Corporation Manager for assistance with:

- Moving in/out
- All common area maintenance
- Rubbish removal
- Access cards
- Roof access
- Security door installation approval

The Owners Corporation exists to repair, maintain, and administer the common property only. Please only contact the Owners Corporation Manager with common property matters, not issues affecting your own apartment.

If you are a tenant, you must contact your managing agent to report all issues affecting your apartment.



## 2.5 BUILDING MANAGER DETAILS

A full-time Building Manager has been employed on site for management of day to day activities including overseeing cleaning and facilities management of the common property areas. They will coordinate moving in/out and provides a building induction upon moving in

The Building Manager's office is located on the ground floor of Botanic, past the lifts and to the left of the main building lobby.

The Building Manager of Botanic Melbourne is a contact point for all owners and residents, between 7am and 10pm, Monday to Friday and 8am to 12pm, Saturday. (A/H for Emergencies only)

The Building Manager can be contacted by:

Mobile Phone: 0448 432 366  
Email: [bm@botanicmelbourne.com.au](mailto:bm@botanicmelbourne.com.au)

The Building Manager will provide the following services on site:

- Overall building management
- Caretaking/operational cleaning – presentation of common areas
- Overseeing overall facilities management function, including specialist cleaning
- Waste management
- Monitoring behaviour and regulation of Owners Corporation Rules
- Monitoring CCTV footage
- Capturing and dealing with complaints in conjunction with the OC Manager
- Overseeing and maintaining amenities such as the pool, common area dining rooms, BBQ area.
- General maintenance of common areas (including pool and other amenities)
- Liaising regarding maintenance and defects for common areas
- Move-in and move-out bookings
- Carrying out building inductions
- Bookings for use of Common spaces such as the L1 meeting rooms, L5 residents lounge and L5 BBQ area.
- Log and manage common area maintenance issues
- Contractor sign-in
- Registers
- Liaison for replacement of keys and proximity tags
- Common area lighting maintenance
- Essential Fire and Safety Services Management

The Building Manager has the following forms for completion:

- Complaint form to report complaints around the use and/or maintenance of common areas
- Form of Indemnity (required to be completed for all move-in/move-out)
- Induction checklist (required to be completed for all move-ins)
- Occupier/new tenant information (to be completed by all new occupiers/tenants)
- Booking forms to be completed to use Level 1 Boardroom, Level 1 Meeting Room and Level 5 Residents Lounge
- Release from liability form (to allow use of the Pool, Gym and Sauna)
- Contractor sign-in form (to be completed by all contractors prior to commencing work on site)
- Additional keys and security fobs form

### 3 MOVING IN

#### 3.1 MOVE-IN PROCEDURES

To ensure the move in/out process is organised with minimal disruption to other residents, each move in/out must be booked with the Owners Corporation. A lift will be assigned for your use for a specific time period.

It is extremely important that prior to the move, you contact the Owners Corporation Manager to familiarise yourself with the process and advise your removalist of the guidelines before the move.

Guidelines will cover the following:

- Parking location of removalist vehicle
- Allocating a specific time and duration for the move
- Entry and exit points
- Protection of all furniture, fixtures, fittings and finishes in the common areas
- Completion of liability forms and inspection of common property
- Disposal of boxes and other waste generated from the move
- Supervision

Please ensure reasonable care is taken to prevent any damage to common property, including furniture, fixtures, fittings and finishes.

#### BOOKINGS AND ADEQUATE NOTICE

Available times are subject to the Owners Corporation discretion. **A minimum of 48 hours' notice is required** to secure a time to move in/out. Moving times are assigned in **2 hour** blocks and are strictly monitored. An alternative moving-in time may sometimes be necessary.

Contact the Owners Corporation to book a time:

T: 03 9509 3144

E: [theknight@theknight.com.au](mailto:theknight@theknight.com.au)

#### LIFTS

To protect the lift against damage, Building Management will install lift covers.

Lift car dimensions

Lift 1 (Goods Lift) Clear internal size of 1450 mm wide x 2060 mm deep x 2400 mm high

Lifts 2 and 3 Clear internal size of 1450 mm wide x 2030 mm deep x 2280 mm high

Door Openings 2100 mm high x 1100 mm wide

Important Information

- Removalists will be turned away if no booking is in place
- Residents are to use the Goods Lift for moving in/out
- Furniture, whitegoods, large items, bicycles and boxes or similar are NOT permitted through the lobby at any time
- Preferred access for move-in vehicles is via Anthony Lane. Vehicles will need to turn in to Wells Place and reverse into the Loading Bay.



### 3.2 RESIDENTS RESPONSIBILITY

- If you intend to rent out your property, it is your responsibility that your Real Estate Agent is made aware of these guidelines and advises your tenant.
- Ensure the lease agreement enables you to recover any costs levied against you as a result of any damage your tenant causes to common property.
- In the event the Owners Corporation cannot obtain reimbursement from your tenant for damage to the common property, you will be held responsible.
- It is advised that all residents review the Owners Corporation insurance details and act. More information on insurance can be found in **Section 4.8 (Page 17)**.
- Please refer to **Appendix D**, Owners Corporation Rules for further responsibilities.

### 3.3 USING LIFT FOR TRANSPORTATION OF FURNITURE

Lift blankets must be used when transporting furniture or bulky items through the lifts. Please use care when transporting furniture or bulky items through the lobbies and in the lifts. It is the resident's responsibility to determine the size of the lift available for use of transporting goods and furniture.

## 4 SERVICES

### 4.1 ELECTRICAL CONNECTION

At the time of settlement, the entire building is supplied with electricity through Energy Australia who is a retailer who specialise in embedded networks.

You are required to contact Energy Australia to provide account details for records and billing. It is the owners/tenant's responsibility to connect the electricity account. This can be done by completing an Energy Australia application form through this link: <https://www.seene.com.au/registration/#/botanic>

For more information please refer to **Appendix E**.

Electricity is individually metered to your apartment and supply is provided via the switchboard located within your apartment. The board is fitted with circuit breakers to each electrical circuit. These may trip out if a fault develops in an electrical appliance. Your electricity meter is located in the main electrical cupboard for each apartment on each floor adjacent to the elevators.

If a trip should occur, the appliance should be isolated from the power outlet and the circuit breaker turned to the 'on' (up) position. Push the reset button on the safety switch. If the circuit breaker still trips out, then an electrician should be called.

To ensure you are connected with Energy Australia at the time of settlement, please fill out the form corresponding with the above link.

#### SMART METERING

Smart metering provides customers access to data relating to your power consumption on a daily, weekly, monthly and yearly basis. Data is displayed in 30minute increments with the ability to view consumption levels, financial cost and greenhouse gas emissions. This is beneficial not only for the environment but the purchaser's quarterly energy and consumption bills.

### 4.2 GAS CONNECTION

The gas meter servicing your cook top will be read by Energy Australia and billed to the Owners Corporation and will form part of your Owners Corporation fees. No other gas connection is permitted without the expressed consent of the Owners Corporation.

To turn the gas on, open the gas isolation valve located in either the cupboard under the bench next to the cook top or behind the cutlery draws. For further information regarding the cook top, refer to **Section 8.1 (Page 32)** for basic information or **Appendix B** for user manuals and warranty. For emergency service, refer to 'Emergency Numbers' in **Section 1.5 (Page 5)**.

### 4.3 WATER SUPPLY CONNECTION

South East Water is your water authority. Each apartment has a separate water meter and will be billed direct by South East Water. To make changes to account details, please contact South East Water.

**SOUTH EAST WATER: (03) 9552 3000**  
**24 HOUR EMERGENCY: 13 28 12**

To create an online account for your billing and correspondence please view the attach link stated below for further details.  
<https://southeastwater.secure.force.com/portal/SiteLogin>

#### LOCATION OF STOP VALVE AND WATER METER WITHIN APARTMENTS

The cold-water meters are located in the water meter cupboard on your apartment floor. There are both hot and cold-water isolation valves for each apartment – these are located in the ceiling space in close proximity to the apartment entry door. Each stop valve is labelled with the appropriate apartment number.

### 4.4 HOT WATER

All hot water is supplied to your apartment via a centralised instantaneous gas fired boiler system located within the roof plant area. The hot water is constantly reticulated throughout the building.

The gas consumption required for the generation of the hot water will be billed to you by Energy Australia. You are required to contact Energy Australia to provide account details for records and billing. It is the owners/tenant's responsibility to connect the electricity account. This can be done by completing an Energy Australia application form through this link: <https://www.seene.com.au/registration/#/botanic>

For more information please refer to **Appendix E**.

The cold-water usage for the supply of the hot water will be billed to the Owner's Corporation and recovered through Owner's Corporation fees.

If you wish to stop the supply of hot water to your apartment for any reason, this can be achieved by turning off the stop valve located in the corridor outside your apartment.

For emergency service, refer to 'Emergency Numbers' in **Section 1.4 (Page 7)**.

#### 4.5 TEMPERING VALVES

A tempering valve has been installed in your apartment in line with current building regulations. The hot water supplied to your bathrooms is regulated at 50°C by a tempering valve. Kitchen and laundry areas are not regulated and will fluctuate between 65-70°C depending on position of specific apartment in relation to the hot water plant and heat loss etc. The tempering valve, which mixes cold water with the hot, is located in the ceiling space. This can be accessed by the openable ceiling panel within the bathroom. Access Panel keys will be provided in your handover pack at settlement.

The valve should not require occupier maintenance and any problems associated with the hot water supply should be checked by a registered plumber.

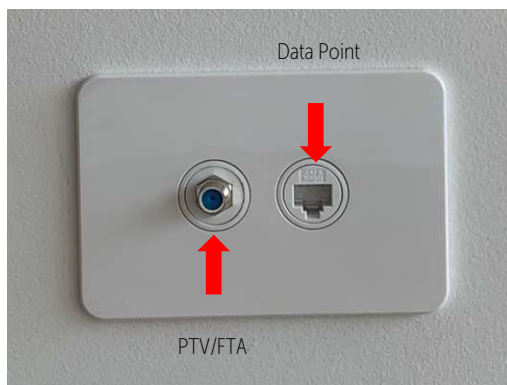
#### 4.6 TELEVISION

The Botanic Melbourne Apartments have provided service points for telephone, high speed NBN, "free to air" (FTA) and Pay-TV services to your apartment. Your apartment is provided with connection to an FTA television aerial located on the roof of the building. For more information on NBN refer to **Appendix H**.

In living room areas and selected bedrooms, the connection to both your FTA and Pay-TV service is on the same outlet, together with the data point.

Information, connection and fees for a Pay-TV service can be obtained directly through Foxtel.

**FOXTEL: 131 999**



#### 4.7 BROADBAND INTERNET (NBN) AND TELEPHONE

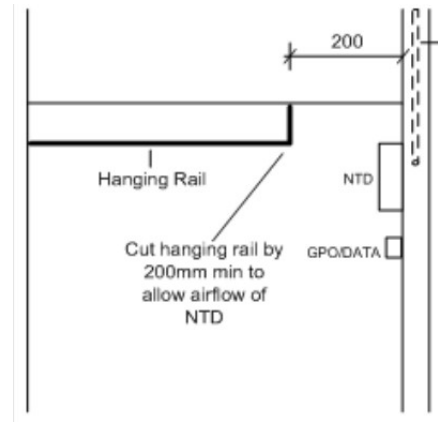
Both internet and telephone services can be obtained through this data point. To activate these services, you must contact your preferred provider. Once activated, you can plug your telephone directly into this point or your computer for broadband internet access. Connect a switch, router or wireless router to the point for multiple PCs to access the internet.

Please note that all apartments at Botanic are Fibre to the Premises (FTTP). This means that there are no copper telephone connections and Residents need to ask their provider about their home phone options upfront.

Your apartment is NBN ready. Residents setting up a new connection to either telephone or internet are free to arrange their own service provider. Telephone and internet (modem) are to be connected to your NBN box located typically inside one of your apartment robes or hung on the wall in some studies. Installation instructions will be supplied by your chosen provider.

Visit the NBN website at [www.nbnco.com.au](http://www.nbnco.com.au) and follow the prompts to see the process for connecting your phone and internet services to your preferred retail service provider.

It is extremely important to allow enough space around the NTD box so that it can effectively ventilate. The top rail of your robe has been cut back 200mm short so as to allow this space. Do not hang scarves, jewellery or any other items from this box as it may adversely affect its performance.



*Typical NBN Box installation inside an apartment robe with robe hanging rail cut back 200mm for appropriate ventilation.*

#### 4.8 BUILDING AND COMMON CONTENTS INSURANCE

Advice for residents on insuring their apartment:

##### Landlords Insurance

It is suggested if you are a landlord that you take out landlords insurance. This will provide protection against your investment property, any contents you provide for your tenants, property damage and loss or rent.

##### Contents Insurance

It is suggested as a tenant or resident that you take out Contents Insurance. Contents refers to personal possessions that belong to you or members of your household, which are kept inside your private residence or other spaces on the premises, that are securely locked and that you have exclusive use to.

Please ensure items in your car park, storage cage and letterboxes are included in your insurance. These areas are specified on title and as such contents are not insured under the building insurance.

Personal possessions also include fitted carpets, curtains, blinds, sports equipment etc.



## 5 SAFETY INFORMATION

### 5.1 SMOKING

It is your choice to smoke or allow smoking on the balcony of your apartment, if you have one. Please be mindful of other occupiers and ensure that ashtrays on balconies are windproof so that those below are not affected by litter. Smoking is prohibited in all public and common areas, car parks, lobbies, lifts etc.

### 5.2 SAFE APARTMENT LIVING

For **Balcony Areas**, please note the following: You **MUST NOT** drop or throw any item from a balcony

- Be aware of the effects of wind at the upper levels and **DO NOT** have unsecured items on balconies or terraces;
- Ensure your balcony is clear of clutter and accessible;
- You **MUST NOT** drop or throw any item from a balcony; and
- Pot plants, plastic furniture, bottles, litter and other loose items that may be wind affected should not be left on balconies.

High rise buildings from time to time are exposed to high wind gusts and updrafts. Strong wind gusts have been known to move and uplift furniture and other items on balconies and terrace areas. This can create a potential risk to people and property from falling objects. It is recommended that all outdoor furniture is secured to prevent movement from uplift by wind. Residents should exercise care to avoid leaving any items on a balcony which may be susceptible to wind. Residents are reminded of their duty of care to ensure the safety of other occupants and the general public. If mechanical fixings are intended to secure anything on balconies, they must be properly installed by a qualified tradesperson to ensure that waterproof membranes etc. are not compromised or damaged. Please consult with the Owners Corporation and ensure written approval is issued before any such fixings are installed.

### 5.3 EMERGENCY SERVICES

Emergency services can be contacted by telephoning **000** for assistance.

Closest Fire Station: South Melbourne Fire Station (800m)  
26-40 Moray Street Southbank Vic 3006  
PH (03) 9662 2311

Closest Police Station: South Melbourne Police Station (1.3km)  
211 Bank Street South Melbourne Vic 3006  
PH (03) 9257 3800

Closest Hospital: The Alfred Hospital (3.6km)  
55 Commercial Road, Melbourne 3004  
PH (03) 9076 2000

### 5.4 FIRE AND EVACUATION PROCEDURES

In the event of a fire within the building, an automatic alarm and sprinkler system will come into operation. This warning alarm tone will sound from a speaker located in lift lobby area and in your apartment.

When you hear the alarm sound, evacuate the building immediately by the nearest emergency stair as detailed on the following plans. Locations of **Fire Hose Reels (FHR)** and **Fire Escape Plans** for each floor are shown in **Appendix G**. Follow Exit signage in the corridors and stairways for your exit path.

## IN CASE OF FIRE – DO NOT USE THE LIFTS

**You are advised to familiarize yourself with the emergency exits and equipment**

### 5.5 FIRE ALARM SYSTEM

A fire alarm can be activated by one of the following:

- Any sprinkler head activation

- A lift lobby/common area (e.g. corridors) smoke detector activation

**Activation of a fire alarm signal will cause the fire brigade to be called automatically.**

Upon hearing the warning tone you should alert all occupants in your apartment. Turn off all gas and electrical appliances and prepare to leave the apartment. **As soon as you are ready to leave and no later than when the evacuation tone sounds you should leave your apartment and Follow Emergency Exit signage to egress the building via the fire stairs.**

In the event of an emergency **do not** use the lifts, as they may malfunction during a fire.

## **YOU ARE ADVISED TO FAMILIARISE YOURSELF WITH EMERGENCY EXITS.**

The evacuation system will be tested periodically. A voice warning will be given over the speaker prior to this taking place. The test will be carried out as required by building regulations.

### **5.6 FIRE SPRINKLER SYSTEM**

Sprinklers are located on all levels. In the event of a fire near a sprinkler head, heat generated by the fire will cause the sprinkler to activate.

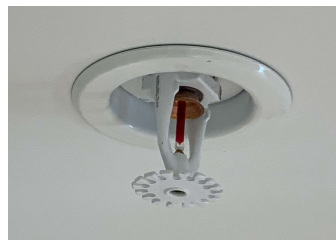
If the sprinkler is activated, a fire alarm will also be raised, and the Fire Brigade will be called automatically. This will release water and flood the immediate area in the event of a fire, or if the sprinkler head is accidentally hit. The fire brigade is automatically informed if a sprinkler head is activated and will attend. As at April 2020, fire brigade attendance to a false alarm is charged at **over \$3000 per truck**.

Please alert the fire brigade immediately if a sprinkler is accidentally set off, by calling 000. This may help reduce the cost of the false alarm. If you have caused a false alarm, then you will be charged for the call-out cost.

Apartment owners and occupiers are not required to carry out any maintenance or servicing of sprinkler equipment. Maintenance and servicing are the responsibility of the building manager and/or their representatives. If a leak occurs to a sprinkler head, advise the Owners Corporation Manager.

The apartment owners and occupiers must adhere to the following:

- Utmost care should be taken not to hit a sprinkler head, particularly when **moving furniture** or other equipment
- **DO NOT PAINT** the sprinkler heads under any circumstances.
- **DO NOT HANG ITEMS** from the sprinkler heads under any circumstance (e.g. Christmas decorations).
- **DO NOT REMOVE** sprinkler heads under any circumstances. Only qualified personnel with permission of the Owners Corporation are to carry out work on the fire sprinkler system.
- **DO NOT store materials within 500mm of any sprinkler head**; this includes the sprinkler heads in the storage facilities throughout the car park. Wall mounted dryers will be within 500mm therefore do not store items above the dryer.



*Typical Apartment Sprinkler*

### **5.7 SMOKE DETECTORS**

Your apartment has been installed with a smoke detector. Generally, they are located on the ceiling in the corridor close to each apartment entry. They are connected to a 240V power supply via your apartment switchboard with a battery back-up. If the smoke detector battery is low and requires immediate replacing it will indicate this through audio and visual. Backup batteries should be replaced annually. A good time to do this is when you change your clocks for daylight savings.

The smoke detectors in your apartment are not linked to the common area smoke detectors and if activated will not cause a general fire alarm. However, you must remember that the detectors in the passageways on each level are, and accordingly at no time should you allow smoke from your apartment to enter the common passageway as they will most likely set off an alarm which will automatically call the fire brigade. In such an instance, it will be considered that you have caused the false alarm and you will be charged for the call-out fee.

For more detailed instructions on smoke detectors, refer to the user's manual which is included in **Appendix C**.

## **5.8 HOSE REELS/FIRE EXTINGUISHERS/FIRE HYDRANTS/FIRE ESCAPE DOORS**

Fire Extinguishers are located within specific cupboards located in the corridors throughout the building as well as specific signposted areas in the ground floor back of house and carpark areas. From Level 2-4, there are two fire extinguisher cupboards located at each end of the corridor and from Level 5-20, there are three fire extinguishers located in each corridor. Two extinguishers will be located in cupboards at each end of the corridor with the third being located in the left-hand side door of the water meter cupboard. You should become familiar with these locations in **Appendix G**.

**Hose Reels must only be used in the case of an emergency and not for washing cars etc. Activation or use of any Fire Hydrants will cause the Fire Brigade to be called.**

Fire Hydrants are located in the stairwell landing on every level. These are for Fire Brigade use only and under no circumstance should they be used by building occupiers.

Fire Escape Doors are clearly marked and must not be held open or obstructed in anyway.

## 6 BUILDING FEATURES AND LAYOUT

This section of the manual describes arrangements at Botanic Melbourne for:

- Access;
- Security and Intercom Operation;
- Car Parking;
- Bike Access;
- Keys;
- Lifts;
- Stairwells;
- Mail Collection;
- Rubbish Disposal; and,
- Storage Cages/Carparks.

### 6.1 PEDESTRIAN ACCESS

All residents and or visitors can enter the property via the main entry lobby located on Coventry Street.

### 6.2 SECURITY INTERCOM/ACCESS SYSTEM

The access control system is an ICom 7R digital system.

Your intercom system is touch screen enables management centre communication, elevator linkage and remote management.

More information regarding the apartment intercom can be located within **Appendix C**.



*Apartment Intercom*

### 6.3 RESIDENT ENTRY AND EXIT

Residents gain access to the building upon presentation of a valid access fob or dual-purpose remote at the fob reader. An accepted read will unlock the door for 5 seconds within the lifts and throughout ground floor. The dual-purpose remote will also grant users to access the private carpark via the carpark ramps.



*Dual Purpose Remote/Fob*



*Proximity Fob*

To exit the building the doors on the ground floor lobby will automatically open, in the event they fail to open you will need to push the 'PRESS TO EXIT' button to release the doors.



*Press to Exit Button*



*Fob Reader*

To access the lifts, residents must present a valid access fob and/or remote at the reader located inside the lift. A valid read will de-secure your apartment level button for 5 seconds. You are then required to press the desired level button once your access card is read and accepted. Residents will only have access to their specific apartment level, the L5 common area and in some circumstances other levels to reach car parks or storage cages.

Care must be taken not to expose the access remote or fob to direct sunlight or placed near a magnetic source as this may result in damage.

## 6.4 VISITOR ACCESS

The intercom system comprises of one main digital audio-visual entry station in the lobby, with keypad to communicate with the apartments. Each monitor communicates with the visitor at the entry, allowing the residents to release the entry door and provides lift releases the lifts to allow access to your apartment level.

There is one entry point into the building on Coventry street. Visitors to the building are required to use the intercom located outside the main lobby to contact their desired apartment. To do this, the visitor must use the keypad to enter your apartment number. Once called, the intercom system within your apartment will ring.

You may answer the call by pressing the audio button and grant entry to your visitor by pressing the door release button. For your own and others security, NEVER release the door to someone you do not know. This function will unlock the entry door for approx. 5 seconds.

Should the visitor be unable to gain access to the required level they will have to return to the intercom panel and start the process again. The building manager's office can be called directly by pressing the icon on the top right-hand corner of the keypad.

Please note there is no visitor parking in the basement.



*Dial Keypad Entry Panel*

## 6.5 VEHICLE ACCESS AND CAR PARKING

The carpark entry and exit ramps are located off Wells Place. The Ramp to the west will lead to the basement carparks and the Ramp to the east will lead to the above ground carparks. Only the remote will allow you access to enter and exit your carpark level via the ramps. Your fob will allow access to your car park level via the lifts. The maximum vehicle height that may enter the carpark is 2.1m, please ensure no vehicles that exceed this height enter the basement parking facility.

During periods of hot weather, heat rejection from a high number of air conditioners being in operation may be present in the car park. Residents and visitors should avoid being in the car park areas for unnecessary or prolonged periods.

**Residents will not be issued Residential Parking Permits (including visitor parking permits).**

## 6.6 BICYCLE ACCESS

Located on ground floor behind the lifts, there are a total of 95 bike parking spaces provided for all residents. Access the bike storage area by using your fob. Bikes must **not** be transported through the main lobby; they must be taken to or from the storage area via the loading zone off Wells Place.

## 6.7 DDA FACILITIES AND POOL HOIST

There is a DDA toilet and shower located on Level 5 (opposite the gym). Botanic Melbourne seeks to provide an inclusive environment for all, and residents must always be respectful of each other.

A pool hoist is located on Level 5. If the pool hoist is required to be used the Building Manager must be notified to set up the hoist and control its operation.

## 6.8 KEYS AND PROXIMITY READER REGISTER

KEYS	NUMBER OF	ACCESS TO THE FOLLOWING
ACCESS FOB AND/OR GARAGE REMOTE	Varies	Building entry foyer Undercover car parking via ramps (only garage remote) Lift – Access granted to level at which you live, Ground Floor, Level 5 common area and select basement areas to access carparks and storage cages.
APARTMENT KEYS	2 keys	Apartment door entry
BALCONY/TERRACE DOOR KEYS	2 keys per door	Individual Balcony Door
MAIL BOX KEYS	2 keys	Each Apartment Mail Box

All apartment entry keys, and access cards issued are controlled under a Restricted Keying System. For additional or replacement keys, please contact the Owners Corporation.

## 6.9 LIFTS

Residents have access to 3 central lifts which provide vertical transportation within Botanic Melbourne. The lift call buttons on each level are synchronised to call all three lifts. Once the lift call button is activated the lift closest to the relevant floor will be sent for vertical transportation of the resident.

### **IMPORTANT** **IN CASE OF FIRE – DO NOT USE LIFTS**

Note: Lift covers are required when moving furniture in or out of the building at any time. Please contact the Owners Corporation manager to schedule a move-in/move-out time. For further details, please refer to **Section 3.1 (Page 13)**.

#### LIFT DIMENSIONS:

##### **Lift 1 (Goods Lift)**

- Door Opening Dimensions – Width 1100mm & Height 2100mm
- Internal Dimensions – Height 2400mm, Width 1450mm & Depth 2060mm

##### **Lift 2**

- Door Opening Dimensions – Width 1100mm & Height 2100mm
- Internal Dimensions – Height 2280mm, Width 1450mm & Depth 2030mm

##### **Lift 3**

- Door Opening Dimensions – Width 1100mm & Height 2100mm
- Internal Dimensions – Height 2280mm, Width 1450mm & Depth 2030mm

These dimensions do not include the lift cover dimensions. It is the occupier's responsibility to determine the size of the lift available for use of transporting goods and furniture.

## 6.10 FIRE STAIRWELL

The stairwells are designed for emergency access in case of a fire. You can enter at any level except Ground Floor. In the case of an emergency, you should exit at Ground Floor if safe to do so. Please refer to emergency evacuation plans located on each level for safe egress in the event of emergency. Refer to **Appendix G** for the Evacuation Plans.

## 6.11 MAIL COLLECTION

Your mail will be delivered to a locked letterbox in the mailbox room located adjacent to the ground floor lobby. There are two keys to your letterbox provided in the apartment handover kit.

To order additional or replacement mailbox keys please contact the Owners Corporation.

## 6.12 RUBBISH DISPOSAL – GARBAGE AND RECYCLING CHUTES

The Rubbish disposal at Botanic Melbourne is via a garbage chute that services the building; it is located centrally off the corridor for each apartment level. Please see the typical floor layout map in **Section 7.1 (Page 30)**. There are two separate shafts. One for normal household rubbish and one for recyclable materials.

Using the Waste Chute:



*Typical Refuse Room Chute Doors.*

Residents are responsible for the appropriate use of the rubbish chutes, bins and garbage rooms. Rubbish must not be left in the common areas other than in the bins provided. Any additional cost incurred (covering additional waste management services, damage, additional cleaning etc.) will be charged to the responsible resident.

**WARNING – FALLING OBJECTS IN CHUTE - DO NOT PLACE HANDS OR ARMS INTO THE CHUTE (BEYOND THE HOPPER DOOR FRAME).**

Items that must not be disposed of via the chute include:

- Furniture
- E-waste or electronic waste
- Cleaning equipment
- Batteries
- Carpets, rugs, blankets, and linen
- Building materials
- Appliances
- Chemicals
- Medical waste
- Sporting equipment

Items that can be disposed of via the chute include:

- Paper, magazines, and newspapers
- Milk and juice cartons
- Steel tins, aluminium cans and aerosols
- Glass bottles and jars
- Hard plastic bottles and containers
- Small cardboard boxes

Please note the following:

- Do not leave any items in front of the garbage chute – clear access to chute and emergency exit door is required at all times;
- No flammable items are to be disposed of through the garbage chute or the garbage room;
- Do not under any circumstance dispose of hard rubbish, including glass, brick, crockery, appliances or similar through the garbage chute.





Residents are responsible for the disposal of hazardous/hard rubbish or large items. Please make private arrangements for disposal of these items.

Residents are also responsible for the disposal of moving-in waste and must ensure that all rubbish is cleared from common property following a move.

Please contact the Building Manager if you need to dispose of any items which are not to be placed in the garbage chutes.

#### **6.13 DELIVERIES**

All deliveries of large items must be booked with Building Management so that the appropriate preparations can be made, such as lift padding/protection. There is a loading bay located at the rear of the building and can be used for accepting large deliveries. Prior arrangements must be made with the Owners Corporation.

#### **6.14 TRADESPERSONS / CONTRACTORS**

All contractors must report to the Building Manager to sign in upon arrival.

## 7 COMMON AREAS AND AMENITIES

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### 7.1 OVERVIEW

The common areas and amenities are managed by the Owners Corporation and Building Manger.

The rules, regulations, policies and guidelines around their use may be changed and updated from time to time at the discretion of the Owners Corporation. Hours of use may also be varied.

There are amenities in the common areas of the building including a Pool, Gym, BBQ Area, Boardroom, Meeting Room and Residents lounge. The location of each of these facilities can be found on the following plans.

**NOTE:**

Please refer to the Owners Corporation Rules, which outline Residents responsibilities to ensure that the amenity and the living standards of Botanic Melbourne are maintained at premium levels and outline the use of the amenities. Additional guidelines may also be published which must be followed.

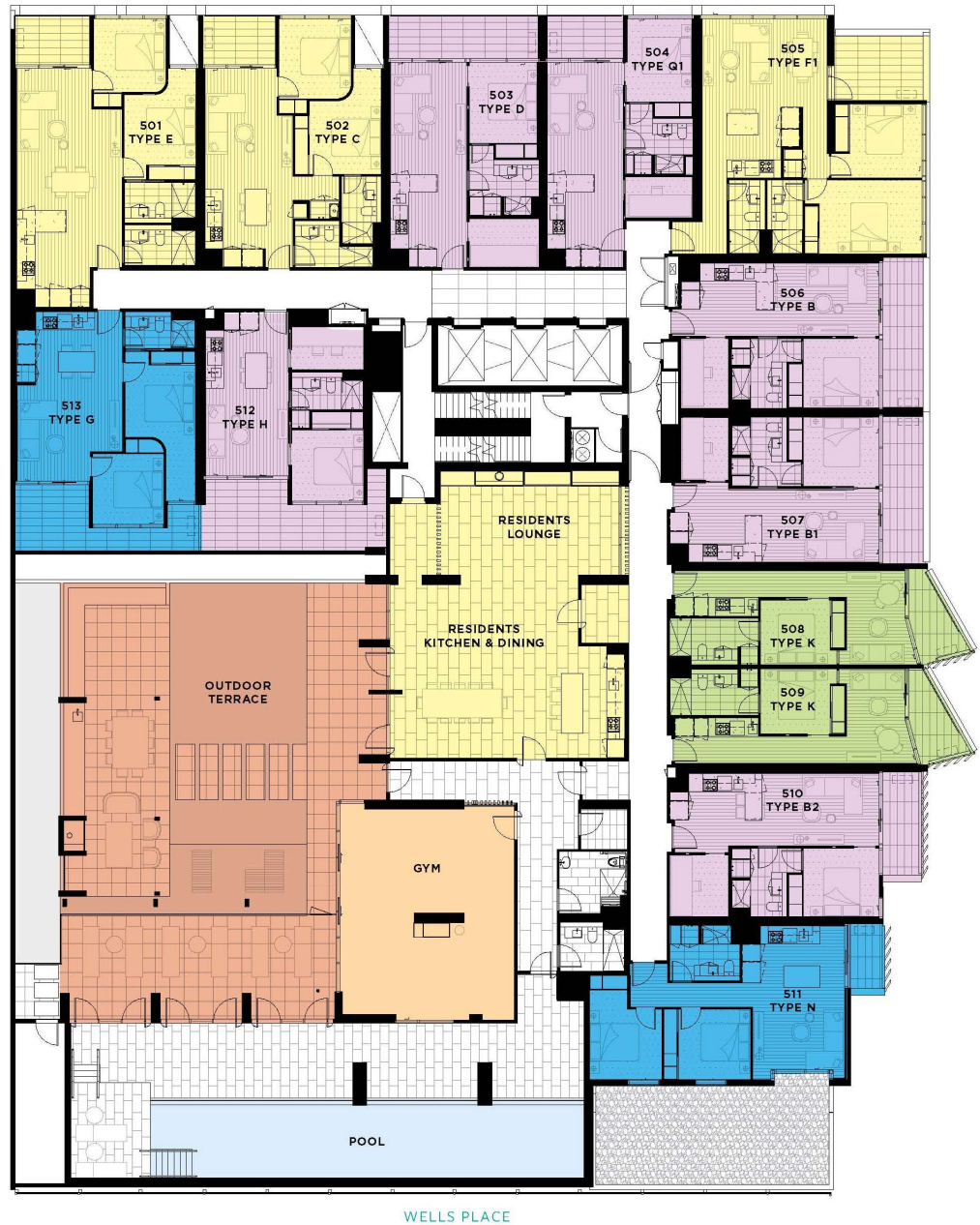
## GROUND LEVEL



Disclaimer  
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1 BED 1 BED + STUDY 2 BED, 1 BATH 2 BED, 2 BATH

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1 BED 1 BED + STUDY 2 BED, 1 BATH 2 BED, 2 BATH 3 BED, 3 BATH

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## **7.2 LEVEL 5 SWIMMING POOL**

The common use swimming pool is located on Level 5 of Botanic Melbourne. Access is via the lifts on Level 5 and through the pivot doors using a fob or remote.

Please refer to the Owners Corporation Rules for more information on the use of the Swimming Pool.

## **7.3 GYMNASIUM**

The Gymnasium is located on Level 5 of Botanic Melbourne. Access is via the lifts on Level 5 and through the pivot doors using a fob or remote.

Please refer to the Owners Corporation Rules for more information on the use of the Gymnasium.

## **7.4 L1 MEETING ROOMS**

The Boardroom and Meeting Room on Level 1 are bookable spaces. Bookings must be made via the Owners Corporation.

## **7.5 L5 RESIDENTS LOUNGE AND KITCHEN**

To use the Residents Lounge a booking must be made via the Owners Corporation.

The residents using this area are responsible for themselves and their guests. The area must be cleaned after use and any additional costs incurred (covering damage, additional cleaning, etc) will be charged to the resident responsible.

Persons using the Residents Lounge must not make any undue noise or behave in a manner likely to interfere with peaceful enjoyment of any other person using the common property.

Please refer to the Owners Corporation Rules for more information on the use of the Residents lounge.

## **7.6 L5 BBQ AREA**

The Level 5 Outdoor Terrace may be used by Resident's at any time. Please be mindful that this area is available to all and will operate in a 'first in best dressed' manner.

## **7.7 LEVEL 5 BATHROOMS**

The bathrooms on Level 5 (opposite the gym) may be used by residents at any time. It is the responsibility of the resident to bring their own toiletries and towels. The bathrooms must be kept clean at all times.

## **7.8 REPORTING COMMON AREA MAINTENANCE ITEMS**

To report any common area maintenance items, please email the building manager at: [bm@botanicmelbourne.com.au](mailto:bm@botanicmelbourne.com.au)

Please include the following information as part of your maintenance report:

- Name and contact number
- Apartment number
- A detailed description of the maintenance item with photos if possible

Please refer to **Section 1.4 (Page 8)** for emergency contact numbers.

## 8 OPERATING AND CARING FOR YOUR APARTMENT

### 8.1 KITCHEN APPLIANCES

Your new apartment includes high quality appliances. The manufacturer's information and instruction booklets from each appliance can be found in **Appendix B**. For all warranty and service information, please refer to the warranty and service letter in **Appendix C**.

Please ensure the circuit breakers in your apartment electrical switchboard are switched to the **ON** position for the appropriate appliance or system.

#### UNDER BENCH OVEN (ELECTRIC)

Make	60cm	90cm
Miele	H 2665B	H 6290B
Miele (Steam Oven)	DGC 6865 (1205 only)	

The oven is run by electricity and is located under the kitchen bench. All ovens have been hardwired into the apartment and form part of the appliance circuit on the switchboard. It is controlled via the main panel on the front of the unit. For more detailed instructions, refer to the user's manual which is included in **Appendix B**.

#### COOK TOP

Make	4 Burner	5 Burner
Miele	KM 2012G	KM 2054G
(Special) - Induction	KM 6357 (1205 only)	

The cooktop is run by gas and is located on the kitchen bench. It is controlled via the main panel on the top of the unit. The gas isolation shutoff valve and ignition plug are located in the cupboard directly next to the cooktop or behind the draws depending on the apartment configuration. For more detailed instructions, refer to the user's manual which is included in **Appendix B**.

Make	4 Burner	5 Burner
(Special) - Induction	KM 6357 (1205 only)	

Apt 12.05's cooktop is an electric induction cooktop. For further information on this unit refer to the user's manual which is in **Appendix B**.

#### RANGEHOOD

Make	Model
Miele with 4bnr cooktops	DA 2450
Miele with 5 burner cooktops	DA 2570

##### Basic Rangehood Maintenance

To ensure correct and efficient operation of the range hood:

- The aluminium filter must be cleaned monthly
- Ensure balcony door and/or window is open at least 100mm when rangehood is in use
- The aluminium duct above the filter must be cleaned once per month with soapy water to ensure no build-up of grease or fats can occur within the duct

For more detailed instructions, refer to the user's manual which is included in **Appendix B**.

#### DISHWASHER

The dishwasher is located under the kitchen or island bench. It is controlled via the main panel on the top of the unit door. The dishwasher kicker, the joinery front, the dishwasher door and joinery finger pull can all be removed to allow for the dishwasher to be removed should it be required.

For more detailed instructions, refer to the user's manual which is included in **Appendix B**.



Make	Model
Miele	G 4263 SC
Miele Upgrade	G 4263 SCVI
Miele Special	G 6767 SCVI XXL (14.01)

#### DISHDRAWER

The dishdrawer is located under the kitchen bench. It is controlled via the main panel of the unit door. The joinery kicker, the front panel, can all be removed to allow for the dishdrawer to be removed should it be required.

For more detailed instructions, refer to the user's manual which is included in **Appendix B**.

Make	Model
Fisher & Paykel	DD60SI7

#### FRIDGE

The integrated fridge is located within the kitchen joinery. Please refer to the user's manual which is included in **Appendix B**.

FRIDGE	
<b>Make:</b> Fisher & Paykel	<b>Model:</b> RF442BRPW6
<b>Make:</b> Fisher & Paykel	<b>Model:</b> RF521TRPW6
<b>Make:</b> Fisher & Paykel	<b>Model:</b> RF532BLPW6
<b>Make:</b> Fisher & Paykel	<b>Model:</b> RF610ADUX5

#### WASHING MACHINE

The washing machine is located within the laundry joinery. Please refer to the user's manual which is included in **Appendix B**.

WASHING MACHINE	
<b>Make:</b> Miele	<b>Model:</b> WDB030
<b>Model:</b> Miele	<b>Model:</b> WCE330

#### CLOTHES DRYER

The clothes dryer is located within the laundry joinery. Please refer to the user's manual which is included in **Appendix B**. When using the clothes drier, the exhaust fan should be kept on throughout the duration of the cycle and laundry doors left open.

DRYER	
<b>Make:</b> Miele	<b>Model:</b> TKG852WP
<b>Make:</b> Miele	<b>Model:</b> TDA150CT

Please ensure that in the case of a faulty appliance within your apartment, contact the relevant supplier to communicate the issue and to organise a maintenance check, rectification instructions or replacement.



## HARVEY NORMAN AND MIELE APPLIANCE WARRANTIES

Service Calls or Warranty Claims of all Harvey Norman and Miele appliance supplied can be emailed to the Service Call Managers below:

Harvey Norman | Service Calls Manager  
P: 03 8530 6300  
E: [vic.servicecalls@au.harveynorman.com](mailto:vic.servicecalls@au.harveynorman.com)

See **Appendix B** for warranty information

Miele | Service Calls Manager  
P: 1300 464 353 | F: 03 9765 7599  
E: [service@miele.com.au](mailto:service@miele.com.au)

When emailing the requests through, please provide the following details:

- Product codes (appliances which requires to be serviced.)
- Site address
- Site contact names and phones

## 8.2 SERVICES AND SYSTEMS

### AIR CONDITIONING

Make: Daikin

The air conditioning system consists of a Variable Refrigerant Volume (VRV) System. The outdoor unit is located on apartment balconies or in some cases on the roof. The maintenance of the air conditioning system is the responsibility of the owner. Within each apartment there is a wall mounted thermostat for all apartments with ducted air conditioning. Within each apartment with a split system there is a handheld remote that is hung off a bracket which can be fixed to the wall. (see image below). Please ensure the circuit breaker in your apartment electrical switchboard is switched to the **ON** position before using the system.



Wall-mounted thermostat/control



Handheld remote

#### Basic Maintenance of Air Conditioning

Ensure filters are cleaned regularly (depending on use every 2-3 months)

Wipe down all external and internal surfaces regularly with a lint free cloth

Operation and maintenance instructions are included in the manufacturer's manuals and operational instructions in **Appendix**

**C.** Refer to this to ensure periodic maintenance is completed to maintain warranties.

Type	Make	Model	Apartment Numbers
1	Daikin	RXS50LVMA - (1.43kW)	2.02, 2.03, 2.04, 2.05, 3.02, 3.03, 3.04, 3.05, 4.02, 4.03, 4.04, 4.05, 5.02, 5.03, 5.04, 5.06, 5.07, 5.08, 5.09, 5.10, 5.11, 5.12, 5.13, 6.03, 6.04, 6.06, 6.07, 6.08, 6.09, 6.10, 6.11, 6.12, 6.13, 6.14, 6.15, 6.16, 6.17, 7.02, 7.03, 7.06, 7.07, 7.08, 7.09, 7.10, 7.11, 7.12, 7.13, 7.14, 7.15, 7.16, 7.17, 7.18, 8.02, 8.03, 8.04, 8.06, 8.07, 8.08, 8.09, 8.10, 8.11, 8.12, 8.13, 8.14, 8.15, 8.16, 8.17, 8.18, 9.03, 9.04, 9.06, 9.07, 9.08, 9.09, 9.10, 9.11, 9.12, 9.13, 9.14, 9.15, 9.16, 9.17, 9.18, 10.02, 10.03, 10.04, 10.06, 10.07, 10.08, 10.09, 10.10, 10.11, 10.12, 10.13, 10.14, 10.15, 10.16, 10.17, 10.18, 11.02, 11.03, 11.04, 11.06, 11.07, 11.09, 11.10, 11.11, 11.12, 11.13, 11.14, 11.15, 11.16, 11.17, 12.02, 12.03, 12.06, 12.07, 12.10, 12.11, 12.12, 12.13, 12.14, 12.15, 12.16, 12.17, 13.02, 13.03, 13.07, 13.09, 13.10, 13.11, 13.12, 13.13, 13.14, 13.15, 13.16, 13.17, 14.03, 14.04, 14.11, 14.12, 14.13, 14.14, 14.15, 14.16, 14.17, 15.02, 15.03, 15.06, 15.07, 15.11, 15.12, 15.13, 15.14, 15.15, 15.16, 15.17, 16.02, 16.03, 16.04, 16.06, 16.07, 16.09, 16.10, 16.11, 16.12, 16.13, 16.14, 16.15, 16.16, 16.17, 17.03, 17.04, 17.06, 17.07, 17.09, 17.10, 17.11, 17.12, 17.13, 17.14, 17.15, 17.16, 17.17, 18.06, 18.11, 18.12, 18.13, 18.14, 18.15, 18.16, 18.17, 19.06, 19.11, 19.12, 19.13, 19.14, 19.15, 19.16, 19.17, 20.11, 20.12, 20.13, 20.14, 20.15, 20.16, 20.17.
2	Daikin	RXS60LVMA - (1.7kW)	2.01, 3.01, 4.01, 5.01, 7.01, 8.01, 10.01, 11.01, 12.01, 13.01, 15.01, 16.01, 18.01.
3	Daikin	RXYMQ3AV4A – (2.44kW)	(6.01x2), 7.05, 9.01, 12.05, 13.05, (14.01x2), 14.05, (14.07x2), 15.05, 15.08, 15.09, 15.10, 17.01, (18.02x2), 18.05, 18.07, 19.01.
4	Daikin	RXYMQ4AV4A – (2.88kW)	5.05, 6.05, 7.05, 8.05, 9.05, 10.05, 11.05, 11.08, 12.05, 12.08, 13.08, 14.05, 16.05, 16.08, 17.01, 17.05, 17.08, 18.07, 19.01, 19.05, 20.04.
5	Daikin	RXYMQ5AV4A – (3.9kW)	12.10, 14.10, 15.05, 18.10, 19.03, 19.10, 20.04, 20.09.
6	Daikin	RXYMQ6AV4A – (4.1kW)	19.07, (20.01x2), 20.07.
7	Daikin	RXYMQ5V4A – (16kW)	13.05

### EXHAUST FAN SYSTEM

Your apartment is fitted with an extraction fan for the bathroom/s and laundry. The air is drawn through ceiling mounted grilles and is exhausted to an exterior weatherproof cowl, which is located above the window along your apartment balcony. This fan is activated when the light switch is turned on as it is an integrated system. To reduce the chance of excessive moisture, build up, it is recommended that you leave the exhaust fan active for several minutes after bathing or drying clothes. You should also ensure that windows and doors are regularly opened to avoid excessive build-up of dust against seals.

To ensure correct and efficient operation of the exhaust system:

- Check air inlets for obstructions at all times
- Open balcony door and/or window at least 100mm when the system is in operation
- Check for correct operation monthly

The kitchen range hood exhaust is expelled via ductwork in the ceiling void. The ductwork is exhausted to an exterior weatherproof cowl, which is located above the window of your apartment balcony. Please ensure that the range hood is turned on whilst cooking. When using a clothes drier, the exhaust fan should be kept on throughout the duration of the cycle and laundry doors left open.

#### AIR QUALITY

Air laden with water vapour is referred to as being of a high humidity. When highly humidified air comes in contact with any cold surface such as a wall or in particular, windows it cools down. The water vapour is extracted from the air and remains in the form of condensation on the cold surface. This can cause potential damage or mould. Some causes of warm moist air inside the apartment is from room heaters, steam from cooking, washing dishes or clothes, steam from bathrooms or drying damp clothes in a tumble dryer. In addition, abnormal heating of apartments (i.e. above 23degrees) will create condensation which is unavoidable. Damage from condensation in this instance will be the sole responsibility of the user.

Condensation can be avoided if moist air is removed and replaced by drier air. This can be achieved by ventilation of the apartment, use of a room dehumidifier (your Air Conditioner also has a dehumidifier setting) and/or using adjusted heating and cooling. Furthermore, make-up-air vents at the apartment entry are designed to assist with ventilation and can help reduce condensation.

Improving ventilation:

- Have windows and doors open during the day when possible.
- Leave a window slightly ajar at night.
- Use the dehumidification mode on your air conditioning unit (if applicable).
- Ensure you use your range hood when cooking and bathroom exhaust fan when using the bathroom or laundry.
- When cooking in your apartment ensure a window or door is lightly ajar.

Controlling condensation within an apartment is ultimately the responsibility of the occupant as well as implementing a maintenance regime to ensure condensation does not lead to further issues such as mould growth.

#### SWITCHBOARD

The electrical switchboard is located within your apartment usually next to the front entrance door. All circuit breakers must be switched to the "ON" position to enable operation of your appliances, lights and power outlets.



*Typical apartment switchboard with all circuit breakers turned on*

### 8.3 FITTINGS AND FIXTURES – CARE AND MAINTENANCE

The following section provides a basic description of some of the materials and fixtures used in the construction of your new apartment. Basic care and maintenance requirements are also described.

#### LIGHT FITTINGS

Your light fittings are fitted with light globes of an appropriate wattage rating for that fitting. Signage inside the fitting states the maximum rating for that particular fitting. It is important that the maximum wattage ratings are not exceeded otherwise overheating of the fitting may occur.

#### **CARPET**

The carpet in your apartment is sourced by Floor 91. The underlay in your apartment is heavy duty commercial Stepsmart Underlay. For details and maintenance instructions refer to the Carpet Section of **Appendix B**. For product information refer to **Appendix A**.

#### **TIMBER FLOORING**

The timber flooring for the apartments is sourced by Be Floored. For details and maintenance instructions please refer to the timber flooring section in **Appendix A**.

#### **PAINTED SURFACES**

Quality paints have been used in your apartment. Proper care and cleaning must be followed to ensure that the appearance and integrity of your paintwork is maintained. For the paint colour schedule, refer to **Appendix A**.

##### Cleaning Care

Wipe with a clean, damp, soft rag. Soiled surfaces or light stains are best removed with a solution of sugar soap, which can be found in almost any hardware store. Brushes of any kind should **NOT** be used to remove stains to painted surfaces. Avoid using Blu Tac or adhesive tape on painted surfaces as it may leave stains or cause the paint to flake upon removal.

#### **INTER-TENANCY WALLS**

Inter-tenancy walls are not to be penetrated as this will affect the acoustic and fire integrity of the walls.

#### **JOINERY CABINETRY**

Joinery surfaces will dent or scratch if treated roughly. Particular care should be taken when moving furniture or heavy objects in the vicinity of joinery. For care and maintenance instructions please refer to the Joinery Section of **Appendix B**.

##### Cleaning of Internal joinery

- Internal joinery hardware may require occasional dusting
- Do not use abrasive scourers or household cleaners as they may scratch the surface.
- Remove sticky or gummy residue with warm soapy water or try rubbing with baking soda on a damp cloth or sponge
- Do not use any cleaning agents containing butylene or other harsh chemicals which may take out the pigment causing fading. Do not use thinners.

##### Cleaning of Internal joinery hardware (drawer runners and hinges)

- Internal joinery hardware may require occasional dusting.
- Any spills should be immediately remove with a dry or slightly damp cloth.
- Do not used cleaning agents that contain solvents.

#### **SOFT CLOSE MECHANISMS**

To prevent any damage that may occur to the system, these mechanisms are not to be forced shut.

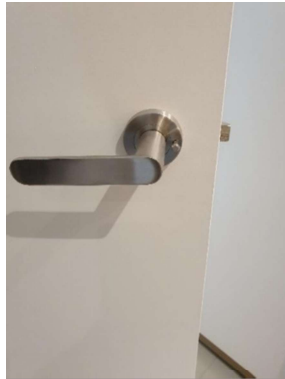
The joinery within your apartment may be fitted with soft close mechanisms. Toilet seats are also fitted with soft closing mechanisms, restrain from forcing the toilet seat to close.

#### **JOINERY – ADVISED WEIGHT LIMIT**

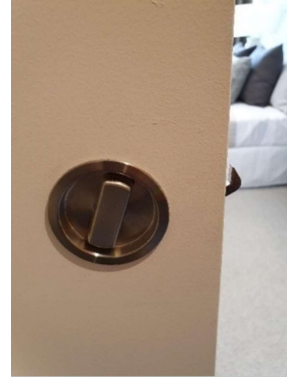
To prevent any damage that might occur to your joinery please note that shelving can take a maximum load of 15kg. Drawers can take a maximum load of 5kg.

#### **BATHROOM PRIVACY LOCK**

Your bathroom doors have been fitted with a Privacy Adaptor which has an in-built emergency release function. To open a locked bathroom door, a pin must be inserted through the hole opening adjacent to the handle. There are also cavity sliding doors which have a privacy snib lock. To lock the cavity slider from inside the bathroom turn the privacy snib right, to then unlock and open the door turn the privacy snib left and pull.



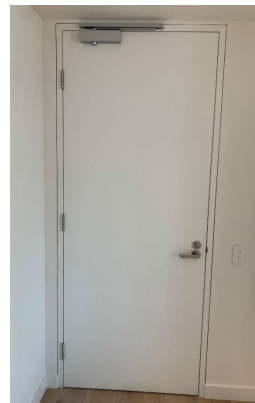
*Hinged door privacy lock*



*Cavity sliding privacy lock*

### FRONT ENTRY DOOR

The front entry door to your apartment is a fire rated door and must not be obstructed or held open. The closer on the apartment entry door is also fire rated as per Australian Standards. Penetrations and alterations to the door must not be undertaken without first consulting the Owners Corporation. Each front entry door has a key and cylinder for access into the apartment. Within the apartment there is a turn-snob which allows you to lock the door from the inside but will always be unlocked from the inside to allow for free escape. There is no anti-lock-out function operational on this door.



*Front entry door*

### GLASS, ALUMINIUM, WINDOWS AND FRAMES

Refer to **Appendix B** for care and maintenance instructions for your windows.

#### IMPORTANT:



To prevent damaging the window seals, **DO NOT LOCK HANDLES PRIOR TO CLOSING THE WINDOW.** When leaving the apartment unattended, all windows are to be closed. This will protect against inclement weather and other unforeseen circumstances.

### WINDOW CARE DURING HIGH WINDS & RAIN

To protect the integrity of the apartment, it is the resident's responsibility to ensure the windows are closed during inclement weather events; rain, wind, hail or other extreme conditions.

**UNDER NO CIRCUMSTANCES** SHOULD WINDOWS REMAIN OPEN DURING HIGH WIND EVENTS.

### WINDOW OPENING

Due to regulations, the window opening is restricted to open less than 125mm. Under no circumstances are the window arms to be altered to change this distance.

**TILED SURFACES**

Stone and tile surfaces can be extremely slippery when wet. Please take care when moving about on tiled floors, especially when wet.

Tiled areas must be inspected at intervals not exceeding 1 year (12 months). Should any caulking be found to have cracked, bulged and or pulled away from the surface it must be repaired immediately. Notwithstanding its visual condition, caulking should be replaced at intervals not exceeding 1 year. Any efflorescence (salting), dirt or plant residue should be cleaned regularly so as not to cause damage to tiles and grout. Regular cleaning will help avoid blocked drains and water pooling rather than flowing to drains. For maintenance instructions please refer to the Tiling Section of **Appendix B**.

**STONE BENCH TOPS**

Refer to the Stone Section of **Appendix B** for warranty, care and maintenance information.

## 9 APPENDIX A – FINISHES, FIXTURES AND FITTINGS SCHEDULE

### GENERAL

#### SMOKE DETECTORS

#### HOME GUARD 240VAC PSA PHOTOELECTRIC SMOKE ALARM

CODE: HG2000

Supplied and fitted to each apartment to building requirements.  
(Manual included in Appendix B.)

### KITCHEN FITTINGS

#### SINK

#### TYPE 1 (SINGLE BOWL):

Abey Lago LG100UX

FINISH: Stainless Steel

(Supplied by Harvey Norman Commercial)

#### TYPE 2 (DOUBLE BOWL):

Abey Lago LG200UX

FINISH: Concrete

(Supplied by Harvey Norman Commercial)

#### TYPE 3 (ONE AND A HALF BOWL):

Abey Lago LG180UX

FINISH: Stainless Steel

(Supplied by Harvey Norman Commercial)

#### KITCHEN TAP/SINK MIXER

#### TYPE 1:

Streamline AXUS

Code: AX01350.M

(Supplied by Harvey Norman Commercial)

#### Type 2 (13.05):

Astra Walker A69.08.V9

(Supplied by Harvey Norman Commercial)

#### UNDER BENCH OVEN

#### MIELE OVEN

TYPE 1: Code: H 2265B

TYPE 2: Code: H2690B

TYPE 3: Code: DGC 6865 (Apt 12.05)

Supplied by Miele

(Manual included in Appendix B)

#### COOK TOP

#### MIELE COOKTOP

TYPE 1: Code: KM 2012 G

TYPE 2: Code: KM 2054 G

TYPE 3: Code: KM6357 (Induction Cooktop Apt 12.05)

Supplied by Miele

(Manual included in Appendix B)

#### RANGEHOOD

#### MIELE RANGEHOOD

TYPE 1: Code: DA 2450

TYPE 2: Code: DA 2570

Supplied by Miele

(Manual included in Appendix B)

#### DISHWASHER

#### MIELE FULLY INTEGRATED DISHWASHER

TYPE 1: Code G4263 SC

TYPE 2: Code G4263 SCVI

TYPE 3: Code G676 SCVI XXL (Apt 14.01)

Supplied by Miele

(Manual included in Appendix B)





#### DISH DRAW

##### FISHER & PAYKEL DISH DRAW

Model: DD60SI7

Supplied by Harvey Norman Commercial  
(Manual included in Appendix B)

#### KITCHEN JOINERY

##### BENCH TOP, SPLASHBACK & PANTRY STONE

##### BIRCH SCHEME

20MM Reconstituted Stone

Finish: Organic White

(Supplied by: Icon Co)

##### JOINERY DOOR FRONT FINISHES

##### BIRCH SCHEME

ML01 Timber Veneer – Melamine Fano Pine White Wood Finish

(Supplied by IJF Australia)

ML02 Gloss White – Laminate Classic White Gloss Finish

(Supplied by IJF Australia)

##### JOINERY POWDER COAT FEATURE COLOUR

##### BIRCH SCHEME

Alternative to Duratec Nickel Pearl Matt

Code: 90088395

(Supplied by: IJF Australia)

#### BATHROOM AND LAUNDRY FITTINGS

##### VANITY BASIN

##### TYPE 1

Caroma Liano Nexus 600W Right Hand Taphole

Code: 665315W

(Supplied by: Harvey Norman Commercial)

##### TYPE 2

Caroma Liano 750W Nexus Right Hand Taphole

Code: 665415W

(Supplied by: Harvey Norman Commercial)

##### TYPE 3

Caroma Liano Nexus 750W Left Hand Taphole

Code: 665415W

(Supplied by: Harvey Norman Commercial)

##### TYPE 4

Parisi Quasar 600 Right Hand Taphole

Code: SMQU601R/S

(Supplied by: Harvey Norman Commercial)

##### TYPE 5

Parisi Quasar 600 Left Hand Taphole

Code: SMQU601L/S

(Supplied by: Harvey Norman Commercial)

##### TYPE 6

Parisi Quasar 750 Right Hand Taphole

Code: SMQU750R/S

(Supplied by: Harvey Norman Commercial)

##### TYPE 7

Parisi Quasar 750 Left Hand Taphole

Code: SMQU750L/S

(Supplied by: Harvey Norman Commercial)



	<b>TYPE 8</b> Caroma Carbonii Above Counter Basin Code: 856815W (Supplied by: Harvey Norman Commercial)
	<b>TYPE 9 (Apt 14.01)</b> Parisi PMP 140 Slim (Supplied by: Harvey Norman Commercial)
LAUNDRY TROUGH 35L	<b>Caroma Eureka</b> Code: F7111 (Supplied by: Harvey Norman Commercial)
LAUNDRY SINK (UPGRADE APARTMENTS)	<b>Uptown Single Bowl Sink</b> Code: UTS400 (Supplied by: Harvey Norman Commercial)
TOILET	<b>Nova Toilet Seat</b> Code: NTIWFSC (Supplied by: Harvey Norman Commercial)
FREESTANDING BATH TAPWARE (APPLICABLE APTS)	<b>Streamline</b> Code: AX01340 (Supplied by: Harvey Norman Commercial)
INSET BATH TAPWARE	<b>Streamline</b> Code: AX11330 & Ax00030U & AX01514 (Supplied by: Harvey Norman Commercial)
BUILT IN BATH (13.05)	<b>Streamline</b> Code: Fedra 1500 (Supplied by: Harvey Norman Commercial)
BUILT IN BATH (1500W)	<b>Kaldewei</b> Code: Eurowa 1500 (Supplied by: Harvey Norman Commercial)
BUILT IN BATH (1700W)	<b>Kaldewei</b> Code: Eurowa 1700 (Supplied by: Harvey Norman Commercial)
FREE STANDING BATH (1500W)	<b>Caroma Aura 1600</b> Code: AU6W (Supplied by: Harvey Norman Commercial)
FREE STANDING BATH (1800W)	<b>Caroma Aura 1800</b> Code: AU8W (Supplied by: Harvey Norman Commercial)
SHOWER SCREEN	<b>10mm Thick Toughened Glass</b> (Supplied by: Perfect Australian Wardrobes and Shower Screens)
TILE INSET FLOOR WASTE	<b>Mondella 100mm Rumba Tile insert Floor Waste</b> Finish Stainless Steel (Supplied by: Icon Co)
CHROME FLOOR GRATE	<b>Trapscrew Grate Square</b> Finish: Stainless Steel (Supplied by: Complete Plumbing Contracting)



## ACCESSORIES

BASIN TAP/MIXER	<b>Streamline Axis</b> Code: AX001310 (Supplied by: Harvey Norman Commercial)
SHOWER MIXER WITH DIVERTER	<b>Streamline Axis</b> Code: AX01335 (Supplied by: Harvey Norman Commercial)
LAUNDRY TAP/SINK MIXER	<b>Streamline Axis</b> Code: AX01350 (Supplied by: Harvey Norman Commercial)
SHOWER & BATH TAP/MIXER	<b>Streamline Axis</b> Code: AX11330 & AX00030 (Supplied by: Harvey Norman Commercial)
SHOWER ARM/ROSE	<b>Streamline Axis</b> Code: AR02111 (Supplied by: Harvey Norman Commercial)
SHOWER SHELF	<b>Streamline Arcisan</b> Code: AX92530 (Supplied by: Harvey Norman Commercial)
TOWEL RAIL	<b>Streamline Arcisan</b> Code: AX92048 (Supplied by: Harvey Norman Commercial)
TOILET ROLL HOLDER	<b>Streamline Arcisan</b> Code: AX92110 (Supplied by: Harvey Norman Commercial)
ROBE HOOK	<b>Streamline Axis</b> Code: AX08 (Supplied by: Harvey Norman Commercial)
WASHING MACHINE STOPS	<b>Acro Combi Valve</b> Double O-ring Chrome finish Code: 100833 (Supplied by Reece)

## TILING

WET AREA FLOOR TILE (PT01)	<b>BIRCH SCHEME TILE</b> Grout Colour: Mapei 111 Lava Porcelain Tile Code: 79522 Size: 300 x 600mm (Supplied by: Icon Co)
BATHROOM WALL TILE	<b>Helsinki Ceramic White</b> Grout Colour: Mapei 111 Size: 200x50mm (Supplied by Icon Co)
BALCONY (PT02)	<b>Outdoor Porcelain Paver on Pods Arctic Finish</b> Size: 600x600



(Supplied by Icon Co)

## FLOOR COVERINGS

### BEDROOM CARPET

#### BIRCH SCHEME

Loop Pile Broadloom – Monica Best Wool, Colour 184  
(Supplied by: Floor91)

### TIMBER FLOORING

#### BIRCH SCHEME

Colour: Urbis Burnt Grey 3 Bona Lacquer  
(Supplied by: BeFloored)

## ELECTRICAL

### APARTMENT INTERCOM

#### Icom 7R Apartment Station

Colour: 3000K Temperature  
(Supplied by ASI Electrics)

### LT01 – Fixed Downlight

#### Modulux Downlight Benson Fixed Recessed White

Code:M007FR1W-827-050A2  
(Supplied by ASI Electrics)

### LT03 – Concealed Strip Light

#### Aglo Stealth 3 – Extrusion with Extro LED Flexible Strip.

Colour: 2700K  
(Supplied by ASI Electrics)

### Light Switches and GPOs

#### Haiger Silhouette Gloss White Range

(Supplied by ASI Electrics)

## PAINT SELECTION

AREA	PRODUCT	COLOUR
APARTMENT CEILINGS, WALLS	Plasterboard	Dulux: Natural White Finish: Professional Matt Product Code: SW1F4
WINDOW FRAMES	Powder coated Aluminium	Dulux Monument Electro Range Code: 9069171F
TIMBER SKIRTINGS	Treated Pine	Dulux: Natural White Finish: Semi Gloss Product Code: SW1F4
APARTMENT FRONT DOORS	Medium Density Fibreboard (MDF), Fire Core®	Dulux: Black Finish: Semi-Gloss Product Code:SG6G9
BALCONY WALLS	Precast or Cement Sheet	Either: Dulux Acrasand with acra shield matte Stepney. Or Dulux Acratex Natural White.

## BALCONY SOFFITS

Concrete Slab

Dulux Acratex Natural White.

## 10 APPENDIX B – CARE & MAINTENANCE MANUALS

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Please refer to the Appendix B Folder located on the USB.

## 11 APPENDIX C – FIXTURE & APPLIANCE USER MANUALS

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Please refer to the Appendix C Folder located on the USB.

## 12 APPENDIX D – OWNERS CORPORATION RULES

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Please refer to the Appendix D Folder located on the USB.



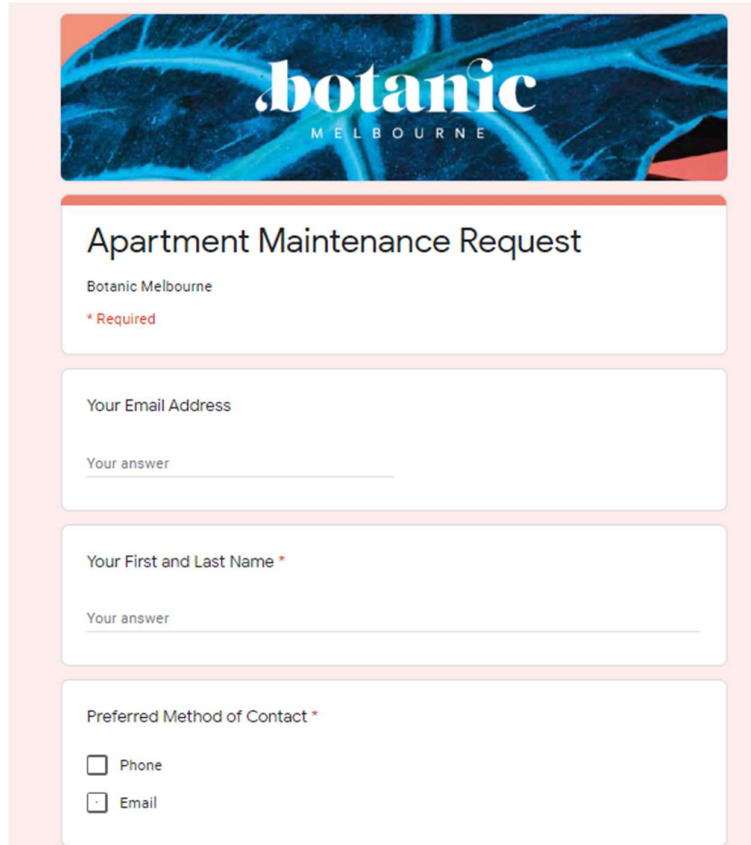
### 13 APPENDIX E – ENERGY AUSTRALIA MANUAL

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Please refer to the Appendix E Folder located on the USB.

## 14 APPENDIX F – APARTMENT INSPECTION REQUEST FORM

An online form is available here: <https://botanicmelbourne.com.au/maintenance/>



The screenshot shows the 'Apartment Maintenance Request' form from Botanic Melbourne. At the top is a header image with the 'botanic MELBOURNE' logo. Below the header, the title 'Apartment Maintenance Request' is displayed, followed by 'Botanic Melbourne' and a red asterisk indicating required fields. The form contains three main input sections: 'Your Email Address' with a placeholder 'Your answer', 'Your First and Last Name' with a red asterisk and placeholder 'Your answer', and 'Preferred Method of Contact' with two radio button options: 'Phone' and 'Email'.

- Fill out all fields including:
  - Your name
  - Apartment number
  - Contact details
  - Details of the defect(s)
- Submit the form

Evolve Development or Icon Co will be in contact as soon as possible to arrange a time for access to repair the item.

If for any reason the above form does not work, please email [evolve@botanicmelbourne.com.au](mailto:evolve@botanicmelbourne.com.au). Include your contact details and an in-depth description and/or photographs of the defect(s). Please include your apartment number in the subject line of the email.

## 15 APPENDIX G – EMERGENCY EVACUATION PLANS

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Please refer to the Appendix G Folder located on the USB.

## 16 APPENDIX H – NBN INFORMATION

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Please refer to the Appendix H Folder located on the USB.

