

# Tensixity Apartments Handover Manual

Another successful project by  
**MRCB Project Carnegie Pty Ltd**

FAÇADE - Artist's Impression

**ABD GROUP**

1060

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Dear Resident,

Congratulations and welcome to your new apartment!!!

You have begun the enjoyable experience of living in one on Melbourne's most sought-after locations; Carnegie, Victoria.

Please find enclosed your handover manual which includes all relevant information for your apartment.

Included in your handover manual, you will find: two sets of keys, two remote controls and two access fobs.

This manual will help you settle into your brand new apartment and the TenSixty Apartments complex, and it will be your first point of reference should you have any queries. Please read this manual carefully as the information contained is important to the ultimate enjoyment and maintenance of your apartment.

Please refer to section 1 'Getting started' to assist with the important information required to begin your enjoyable experience.

We trust the information contained in this manual will alleviate any questions you may have, however, if you require any further information please do not hesitate to contact the ABD Group office.

The Owners Corporation Manager represented by the On-site Building Manager is immediately available for any day to day queries you may have.

From everyone at ABD Group, we wish you all the best with your new apartment.

Regards,

The ABD Group team

# 1. Getting Started

## 1.1 Electricity

Electricity is individually metered for each apartment with meters located in the Electrical Communications Cupboard located in the main corridors on each level. You will need to contact with the preferred electrical retailer Origin Energy on **1800 684 993** to set up your account. Alternatively, you may wish to apply to another retailer, however they will not be able to utilise the electrical meter installed and would need to install a new meter. Contact your Building Manager for further assistance.

In your apartment, generally located on a wall adjacent to the entry door or in the apartment hallways, you will find the apartment Electrical Distribution Board. To turn on your power, please ensure all circuit breakers and the main switch are set in the “on” or “up” position on the distribution boards. You will notice on the board, each electrical circuit breaker within the apartment is labelled to identify the areas related to that circuit.

Lighting throughout common corridors and car park levels do not require individual switching, the lights work on a timer or are alternately triggered by a movement sensor.

## 1.2 Water

Hot and cold water is provided through dedicated water meters to each apartment. Hot waterplant is located on the roof of the building.

Cold water meters can be found in the common area services cupboards at each level, labelled in accordance with apartment numbers. The cold-water account is with South East Water (*See 8. Important Telephone Numbers & Contact Details*) for contact information.

Hot water is a recirculating flow and return designed system, with individual meters located in each level outside the corresponding apartment or in close proximity to the apartment. Hot water is supplied to your kitchen sink, vanities, and laundry troughs.

Tempered water is set at 50 degrees for all sanitary fixtures, bathrooms.

## 1.3 Gas

Gas is supplied to Hot Water Units (HWU's) located on the roof.

## 1.4 MATV, Telephone & Internet (NBN), Foxtel

In the living room and main bedroom there are individual outlets for your Internet Service Provider (ISP), NBN Data and telephone which located on a common Clipsal wall plate. The Pay TV (Foxtel) outlet is generally provided in the living room only and can be found on the same Clipsal wall plate as the MATV outlet.



Please contact Foxtel to arrange service or find more information at [www.foxtel.com.au/index.html](http://www.foxtel.com.au/index.html).

TenSixity apartments are NBN Ready with a fibre optic connection into your apartment. The NBN connection box is typically found in its own service cupboard inside a bedroom wardrobe. From this location NBN connection to your living room, main bedroom and study nook are available via a patch panel or fibre wall socket located under the NBN connection box in the service cupboard. This panel may be used to route a telephone or data signal from your modem to the living room, main bedroom and/ or study nook.

See attached NBN literature for how to create an account and confirm connection to NBN services via the various Internet Service Provider's (ISP's) available to you, or visit [www.nbnco.com.au/connect-home-or-business/information-for-home/whats-involved-in-getting-connected/service-provider-list.html](http://www.nbnco.com.au/connect-home-or-business/information-for-home/whats-involved-in-getting-connected/service-provider-list.html). Please discuss your telephone line and, if required supply of a digital handset with your preferred ISP.

### **1.5 Intercom**

In your apartment, generally located on a wall adjacent the entry door you will find an indoor video intercom station. See attached information relating to how the Building Entry Intercom System operates.

The Intercom is connected to the secure outdoor video Intercom station which is located at the main entry to the apartment foyer.

### **1.6 Lifts**

The lift at TenSixity Apartments service all levels of the building. Access into the lift is gained by pressing the call button in the lift lobby of each level. Individual fob access is required to access each level besides the lobby.

## 2. Apartment Maintenance

The value and durability of your apartment will be largely attributed to the care the occupants take in maintaining the finishes, fixtures and appliances. Some of the products installed in your apartment will require special care and maintenance to avoid replacement and repair. The occupier of the apartment will be responsible for care and maintenance, and if this is not adhered to, the warranty of some products may be void. We recommend the following practices to assist with overall upkeep of your apartment:

- Strictly follow the manufacturer instructions in order to maintain floor and wall finishes.
- Strictly follow the manufacturer instructions in order to maintain kitchen and vanity benchtops.
- Read through appliance manuals to ensure the correct operation and functioning.
- With exposure to moisture prevalent in all apartments, it is important you allow for fresh air to circulate through your apartment. Moisture build up is often caused by hot showers, clothes dryer and cooking. While extraction fans have been installed in your bathroom, ensuite, laundry, and range hood in the kitchen, natural ventilation (via opening doors and windows) will further assist with reducing moisture build up.
- Regularly service your air conditioning unit.
- Regularly clean filters (we suggest every 3 months minimum) on your range hood to prevent build-up of oils.
- Apartments with an external balcony have tiles with gaps between them. This allows water to fall through the gaps and drain to a drain point. Clean balcony tiles regularly to ensure dirt/dust build-up doesn't obstruct water from draining away.

MRCB Project Carnegie Pty Ltd have provided all apartment owners with a USB in the settlement pack that has details of all maintenance requirements.

## **3. Security, Access to Building and Intercom**

### **3.1 Main Entry**

Pedestrians can gain access into the building via the main entrance located along the East side of the building between Egan Street and Dandenong Road. To gain access through the entry door, you will need to swipe your fob over the fob reader.

To exit the building, simply press the door release button.

For visitor access, the main intercom system has been installed on the main entry wall and allows visitors to request access and communicate to apartment occupants.

An individual intercom unit is located adjacent the front entry door inside each apartment.

### **3.2 Apartment Entry**

Access to your apartment is gained by the way of your individual entry door key.

A master key system exists for the Apartments at TenSixity thus ensuring that if keys are lost access may still be granted to apartments. The Building Manager will be the only person that will have access to these.

If you wish to make a copy of your key, please contact the Building Manager who will assist to arrange one.

If you lose your keys please contact the Building Manager who will arrange access.

### **3.3 Internet Protocol Closed Circuit TV (IPCCTV) Cameras**

There are multiple IPCCTV cameras strategically located around the property that record activity 24 hours a day.

These cameras are installed to record all movements so that any building access breaches can be viewed as required by the Building Management or other authorities.

### **3.4 Receiving Visitors.**

When a visitor arrives, they can simply call the required apartment by entering the three numbers that correspond to the required apartment into the intercom system adjacent to the main entry doors. So, apartment 101 is contacted by entering **1-0-1** for example.

The intercom in 101 will ring and by pressing the lit button, the occupant will activate a camera, see who the visitor is and talk to him/her.

If access is granted to the visitor, the occupant will push the door release button, the main entry door will open to allow the visitor to enter.



The visitor then presses the required floor and the lift will go to that floor.

When the visitor leaves, the lift is called to the required floor and returns the visitor to the ground floor. The main glass doors open by pressing a green button adjacent the entry doors.

For further details, please refer to intercom technical data, enclosed.

### **3.5 Car Park**

Car parking is located on the basement level.

Entrance to the basement can be accessed via Egan Street. This entrance has both an entry door and an existing door, both of which can be opened via supplied remote.

The maximum height of any vehicle that may enter the basement car park is 2.1 meters. Please check the height of your car including any roof racks or rails before utilising the basement.

Please note that there are no visitors' spaces provided in the building.

## 4. Apartment Services Specifications

### 4.1 Light Fittings

Your apartment is fitted with LED lights internally and LED Wall lights externally. If you wish to replace any of your light fittings, please contact a qualified electrician.

### 4.2 Hot Water System

Hot water is supplied to your apartment from the gas boosted instantaneous HWU's located on the rooftop. Cold water meters are read by authorities, with usage bills distributed periodically by South East Water. For any issues relating to your hot water bills please contact Origin Energy on **1800 684 993**.

### 4.3 Heating / Cooling

Reverse cycle split system air conditioning has been installed to your apartment. Prior to operation please thoroughly read through the operational manual particularly the safety precautions to prevent any damage to the system and more importantly protect your safety.

A remote control has been provided to operate the unit, for instructions please refer to the manual provided. To maximise the efficiency of unit, regular maintenance is required.

### 4.4 Ventilation Systems

#### 4.4.1 Toilet / Bathroom Exhaust System

All Bathrooms, Ensuites and Laundries are mechanically ventilated by an exhaust fan located in the ceiling space. The fan is activated by turning on the light switch. To ensure correct operation of exhaust fan, ensure all grilles are free from obstruction having the potential to impede air flow.

**Note:** If you have any concerns on whether your fan is operating, hold a piece of tissue to the grille and switch on the fan. If the fan is operating correctly the tissue will be sucked to the grille without assistance and remain until the fan is switched off.

#### 4.4.2 Range hood Exhaust

Your kitchen has been fitted with a Range hood that discharges to the exterior of your apartment. Please refer to the separate appliance operational manual provided. It is recommended that the filters are cleaned every 3 months or as per the operation manual to ensure no build-up of oils.

## 5. Fire Protection

### 5.1 Fire Alarm System

The building is protected by fire sprinklers, smoke detectors and an emergency warning information system (EWIS) installed throughout the building. Activation of the fire alarm will lead to the following:

- A red light on the Fire Indicator Panel will illuminate and signal to the Fire Brigade to notify a fire alarm
- External fire alarm strobe light to illuminate
- All electric locked doors (ground floor entry) to unlock
- Activation of the mechanical exhaust system in car park
- Activation of occupancy warning speakers EWIS located in bedrooms to notify occupants of the fire
- Activation of speakers in car park
- Garage door to open to allow egress from basement.

**Note:** If the apartment detector is activated **DO NOT** open the apartment entry door. Instead open the balcony door, switch on all exhaust fans and open any windows to allow the smoke to dissipate, and the detector will reset.

If the apartment door is opened and the common area detectors are activated by the smoke, the Fire Brigade will be called and any associated costs will be attributed to the offending apartment.

### 5.2 Fire Fighting Equipment

#### 4.2.1 Fire Hose Reels and Hydrants

Fire Hydrants can be found in the Stairwells of each level. Fire hose reels and hydrants can be found in the Car Park. Cupboards are clearly labelled for identification.

#### 4.2.2 Fire Extinguishers

Fire Extinguishers can be found on all floors. Please observe the locations of the fire extinguishers as you walk around the floors.

**Note:** Firefighting equipment is strictly to be used for emergencies only and not for general purpose use.

### 5.3 Fire Doors

Fire Doors are clearly marked with appropriate signage and must not be held open or obstructed at any time.

Apartment doors are also fire doors and will be required to be inspected annually.

## 5.4 *Apartment Smoke Detectors*

Generally, smoke detectors have been fitted outside bedrooms. All smoke detectors are now hard wired and in the event of a power failure, battery backup will respond. As recommended by the Metropolitan Fire Brigade, it is important to replace back up batteries every year at the end of day light savings period and replace each smoke detector every 10 years.

## 5.5 *Evacuation Procedures*

In the event of a fire, an alarm will sound, and occupants will be notified via the speakers located in bedrooms and common corridors. On hearing the evacuation tone, you should alert all occupants in your apartment and evacuate your apartment by the internal stairwells and main entry doors. If you are in the car park during a fire alarm, please exit via the stairwells to Ground Floor. Exit signs are installed in all corridors clearly identifying exit points, please familiarise yourself with all exit points. Evacuate the building and assemble at the designated assembly point and await Fire Bridge instructions that it is safe to return to the building.

**Do not use the lifts in the event of a fire.**

## **6. Common Area Amenities**

Ownership of an Apartment at TenSixity Apartments includes access to the following amenities.

### **6.1 Mailboxes**

A mailbox has been allocated to each apartment number, each individually keyed. Mailboxes can be found located at the main entrance on ground floor.

### **6.2 Car Park and Private Storage Cage**

Car parks and Storage Cages are all located on basement level, your allocated space and cage forms part of your title. The Owner Corporation is not responsible for any stolen items within shared areas. It is the responsibility of the owner to ensure their Storage Cage is secured.

### **6.3 Roof Terrace**

All apartment owners have access to the roof terrace located on level 9. This area is fitted with BBQ (via booking only) and seating area for you to enjoy. Please be mindful on windy days when disposing of rubbish.

## 7. Defects and Warranties

ABD Group is contracted to a 12 months Defects Liability Maintenance Period (DLP). Many of the building materials are covered by significantly longer warranties.

You will have undertaken a handover inspection prior to your settlement. However, it is not uncommon for defects to appear during your occupation of the apartment. We ask that you make a list of these defects and submit prior to expiration of the defects liability period, unless the defects require immediate urgent attention. ABD Group will review these items and action accordingly. Wear and tear issues are not defects. Please note, only genuine defect items will be attended to and not general maintenance requirements.

If any defects that require our attention, please advise us via email [warranties@abdgroup.com.au](mailto:warranties@abdgroup.com.au)

Fixtures and fittings are all covered by 12 months' manufacturers' warranties.

For all other appliance or equipment problems such as the door intercom security system, air conditioning, taps functions, door handles functions please advise us via [warranties@abdgroup.com.au](mailto:warranties@abdgroup.com.au)

### 7.1 *Fixtures and fittings.*

A schedule of fixtures, fittings and finishes used throughout all apartments is attached to this Handover Manual for your reference.

From everyone at ABD Group, congratulations on your new apartment.

We hope you have lifetime of enjoyment.



## 8. Important Telephone Numbers & Contact Details

Local Council		Owner Corporation	
<p>Glen Eira City Council            Corner Glen Eira and Hawthorn Roads,            Caulfield VIC 3162            Contact No: (03) 9524 3333</p>		<p>Melbourne Owners Corporation Services            Contact No: 03 9819 2488            Email: <a href="mailto:Info@mocs.com.au">Info@mocs.com.au</a></p>	
ABD Group			
<p>ABD Group Pty Ltd            Level 1, 99 Queens Bridge Street, Southbank 3006            Contact No: +61 3 8336 1504            Fax No: +61 3 8336 1503  <a href="mailto:warranties@abdgroup.com.au">warranties@abdgroup.com.au</a></p>			
Service Providers			
Electricity	Origin Energy	1800 684 993	
Cold Water	South East Water	131 694	
Hot Water	Origin Energy	1800 684 993	
Pay TV	Foxtel	131 999	

## 9. Appendix

A schedule of Appliances, Fixtures and Fittings, and Finishes used throughout all apartments is attached to this Handover Manual for your reference. This is a handy document as it identifies the paint colours and other materials used in your apartment.

### 9.1 Appliances Schedule & Appliances' Warranties

AO651X	60cm Built In Oven
CAID64	60cm Induction Cooktop
ARU52AX-L	52cm Undermount Rangehood
BSID3458X	Semi Integrated Dishwasher

*See Appliances' Warranties in  
Resident's Manual*

## 9.2 Fixtures and Fittings Schedule

PRODUCT CODE	DESCRIPTION
EN04615	Eneo Above Counter Basin 470 x 360
NOVPAN	Nova Wall Faced Pan & Soft Close Seat
RA892CHR	Radii Toilet Roll Holder
PHC4502R	Twin Round Multifunction Shower Set
PC3003SB	Opus Shower/ Bath Mixer
70220	30L Standard Laundry Trough & Cabinet
618335W	Leda Care Wall Faced Pan
985200W	Opal II Easy Height Toilet Suite
AX01310H	Axus Pin Lever Extended Handle Basin Mixer
874500W	Artisan Above Counter Basin
678655W	Cube Urinal
AX01331U	Axus Wall Mixer Lever Up
A69.48.00	Icon Wall Mixer
AX02110	Axus Shower Head with Wall Mount Arm

## 9.3 Finishes Schedule

### 9.3.1 Light Scheme

APARTMENT FINISHES - LIGHT SCHEME				
AS1	Acrylic Paint	Dulux	Acrylic paint Low VOC	Colour: Lexicon Quarter Code: PN2D1 Finish: Low sheen
CAR1	Carpet	Delta Carpet One	100% wool	Range: Breaking Ground Colour: Cinder Sisal Loop Pile Pile height: Minimum 9mm  Note: Carpet subject to Australian Standard test results
ES1	Enamel Paint	Dulux	Water based enamel paint Low VOC	Colour: Lexicon Quarter Code: PN2D1 Finish: Semi-gloss
GL1	Shower Screen	(contractor)	Semi-Frameless glass shower screen	Clear toughened safety glass Polished chrome plate brass hinges & fittings
JF1	Joinery Finish	(contractor)	2-Pac polyurethane spray finish	Colour: Dulux 'Lexicon Quarter' Finish: Satin
LAM21	Laminate Finish	Laminex		Colour: Polar White 205 Finish: Natural
MEL1	Melamine	(contractor)	Melamine finish with matching edging	Colour: Matt White
MR1	Mirror	(contractor)	Silver backed non-tint mirror	Polished aluminium angle edge trim to all edges – refer details
SK01	Skirting	(contractor)	MDF skirting (or similar)	Name: 100x12mm skirting board Finish: ES1 paint finish
ST1	Stone	Smartstone	Reconstituted stone	Colour: Calacatta Blanco Size: 1600x3050x20mm
ST2	Stone	Smartstone	Reconstituted stone	Colour: Nieve White Size: 1600x3050x20mm
TBR1	Timber Floor Board	PTF	Engineered timber flooring boards	Name: Oak Classic Range Colour: Sevilla Finish: Matt finish Size: 185x13.5mm (5mm min. thick hardwood top layer)  Note: Floor boards subject to Australian Standard test results
TBR2	Timber Veneer	Laminex	Engineered Timber Veneer	Name: Fino Buff Grain: Finline Grain
TL1	Floor & Wall Tile	Beaumont Tiles	Porcelain tile	Colour: Evolution White Code: 182221 Size: 300 x 600mm, rectified Finish: R9 (walls) R10/ P3 (floors) Note: Tile subject to Australian Standard test results
TL2	Wall Tile	Beaumont Tiles	Porcelain tile	Colour: Evolution Grey Code: 182217 Size: 300 x 600mm, rectified  Note: Tiles subject to Australian Standard test results

### 9.3.2 Dark Scheme

APARTMENT FINISHES - DARK SCHEME				
AS1	Acrylic Paint	Dulux	Acrylic paint Low VOC	Colour: Lexicon Quarter Code: PN2D1 Finish: Low sheen
CAR1	Carpet	Delta Carpet One	100% wool	Range: Breaking Ground Colour: Everest Sisal Loop Pile Pile height: Minimum 9mm  Note: Carpet subject to Australian Standard test results
ES1	Enamel Paint	Dulux	Water based enamel paint Low VOC	Colour: Lexicon Quarter Code: PN2D1 Finish: Semi-gloss
GL1	Shower Screen	(contractor)	Semi-Frameless glass shower screen	Clear toughened safety glass Polished chrome plate brass hinges & fittings
JF1	Joinery Finish	(contractor)	2-Pac polyurethane spray finish	Colour: Dulux 'Lexicon Quarter' Finish: Satin
LAM21	Laminate Finish	Laminex		Colour: Polar White 205 Finish: Natural
MEL1	Melamine	(contractor)	Melamine finish with matching edging	Colour: Matt White
MR1	Mirror	(contractor)	Silver backed non-tint mirror	Polished aluminium angle edge trim to all edges – refer details
PC1	Powdercoat	Dulux	Powdercoat	Colour: To match 'Lexicon Quarter' Finish: Satin
SK01	Skirting	(contractor)	MDF skirting (or similar)	Name: 100x12mm skirting board Finish: ES1 paint finish
ST1	Stone	Smartstone	Reconstituted stone	Colour: Statuario Venato Size: 1600x3050x20mm
ST2	Stone	Smartstone	Reconstituted stone	Colour: Nieve White Size: 1600x3050x20mm
TBR1	Timber Floor Board	PTF	Engineered timber flooring boards	Name: Nouveau Range Colour: Dijon Finish: Pre-finished Size: 185x13.5mm (5mm min. thick hardwood top layer) Note: Floor boards subject to Australian Standard test results
TBR2	Timber Veneer	Laminex	Engineered Timber Veneer	Name: Savona Rigato Grain: Linear Grain
TL1	Wall Tiles	Beaumont Tiles	Porcelain tile	Colour: Evolution White Code: 182221 Finish: R9 Size: 300 x 600mm, rectified  Note: Tile subject to Australian Standard test results
TL1	Floor Tiles	Beaumont Tiles	Porcelain tile	Colour: Evolution Grey Code: 182217 Finish: R10/ P3 Size: 300 x 600mm, rectified Note: Tile subject to Australian Standard test results
TL2	Wall Tiles	Beaumont Tiles	Porcelain tile	Colour: Evolution Grey Code: 182217 Finish: R9 Size: 300 x 600mm, rectified Note: Tile subject to Australian Standard test results

## **10. Maintenance and Operation Manuals**

### **10.1 Maintenance of Ceramic Wall and Floor Tiles**

*See Maintenance of Ceramic Wall and  
Floor Tiles in Resident's Manual*



## 10.2 Maintenance of Wardrobes, Mirrors and Splash backs

*See Maintenance of Wardrobes,  
Mirrors and Splash backs in Resident's  
Manual*

### 10.3 Operation and Maintenance Manual for Oven

*See Operation and Maintenance  
Manual for Oven  
in Resident's Manual*

## 10.4 Operation and Maintenance Manual for Hotplate

*See Operation and Maintenance  
Manual for Hotplate  
in Resident's Manual*

## 10.5 Operation and Maintenance Manual for Rangehood

*See Operation and Maintenance  
Manual for Rangehood  
in Resident's Manual*

## 10.6 Operation and Maintenance Manual for Dishwasher

*See Operation and Maintenance  
Manual for Dishwasher  
in Resident's Manual*

## 10.7 Operation and Maintenance for Indoor Reverse Cycle Air Conditioning – Heating / Cooling

*See Operation and Maintenance for Air Conditioning – Heating / Cooling in Resident's Manual*

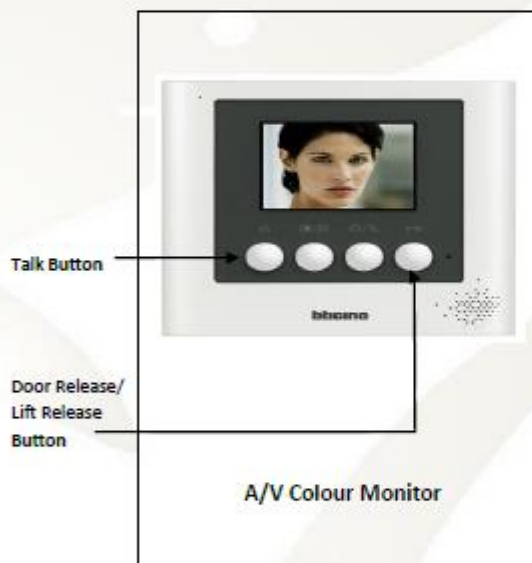


## 10.8 Information for the Building Entry Intercom System



PO Box 589  
South Morang, VIC 3752  
Ph: 1300 00 MAKO  
makosecurity.com.au  
Sec Reg. 848-706-20S

### Bticino Audio/Video Colour intercom system instruction sheet > Apartment User Instruction Sheet





### **VISITOR ENTRY TO BUILDING MAIN PEDESTRIAN ENTRY DOOR**

Visitors who wish to have access to the building should call the specific apartment through the Intercom Entry Panel located on the main pedestrian entry door at Ground floor or at the car park entry :

#### **HOW TO CALL THE APARTMENT (VISITORS)**

- To call the apartment, dial the apartment number on the code pad and press OK. The apartment/building numbers should be dialled using three digits on the code pad. (Apt 101 = 101 "ok")
- When called, the system will transmit an electronic tone to the intercom monitor inside the apartment.

#### **HOW TO GRANT ACCESS TO VISITORS (APARTMENT OWNER)**

- The apartment owner may answer the call by pressing the "talk" button on the intercom once briefly.
- To grant access to the visitor, the apartment owner should press the button with the 'key' symbol on the intercom monitor once briefly. This button will unlock the main entry door for approximately five (5) seconds (or carpark gate) along with the appropriate floor call button within the lift(s) for approximately 2 minutes.
- Visitor(s) should proceed to the lift(s) and press the lift call button to call the lift.
- Once inside the lifts, visitor(s) will have access to press the appropriate floor button without the need to swipe a card.

#### **BUILDING EGRESS (VISITORS)**

- The visitor shall have free egress to Ground Floor through the lifts and the main entry door.

# 11. Building Manager, Services & Connections

Owner Corporation		
Melbourne Owners Corporation Services Contact No: 03 9819 2488 Email: <a href="mailto:Info@mocs.com.au">Info@mocs.com.au</a>		
Service & Connections		
Electricity	Origin Energy	1800 684 993
Cold Water	South East Water	131 694
Hot Water	Origin Energy	1800 684 993
Pay TV	Foxtel	131 999