

Move In Guide

MYBOS

To assist with your move-in and ongoing maintenance of assets, National Facilities Management will be using the MYBOS software system. This software allows residents to make move-in bookings and report repair issues. We encourage all residents to register so that communication is tracked and monitored, to ensure fast and easy resolutions to any issues. In addition please fill out and email back the attached forms.

All move-in bookings can be made using the website, by following the login steps below. You can also make bookings by contacting the Building Manager on phone: 0429 510 181, or by emailing flourmill@nationalfm.com.au

Logging in to MyBos

Google Chrome must be used as your web browser from a computer.

1. Type the following address into your web-browser

<https://app.mybos.com/>

You will then be directed to the MYBOS page.

Login -	Username:	flourmill
	Password:	NFM123

2. On the left hand side of the tab, select update information
3. You may now add your personal information such as email and mobile. You may also change username and password

Booking your move-in

1. Select the 'Amenity Booking' tab located on the left hand side tab
2. You will be required to select the 'move In'.
3. You will be asked to Accept the Terms and Conditions of Moving in.
4. Please select the date you wish to move in.
5. Only Grey days are available. Dates that are highlighted in Red or Purple are not available.
6. Please select your preferred time for the booking. Time slots that are greyed out are not available.
7. Please fill out your details to confirm your booking and add any comments if you wish.

Moving in

Before moving into your new home, please ensure you have set up an account with MYBOS and have made a 'move-in booking' through the website. This will ensure all bookings are logged, tracked and run smoothly.

We also encourage you to attend site prior to moving in to take your own measurements and ensure all your furniture is able to be transported through the lifts and commons areas.

The building manager can advise you the best route to use when moving in your items.

Initial occupancy

To ensure we can accommodate everyone a booking request must be made at least 24hrs prior to move-in. All bookings must be approved and is subject to that time slot being available. During the initial occupancy stage there will be 4 move-in time slots per day allocated between Monday to Sunday. Please ensure that the allocated times are adhered to and the removalists allocate sufficient staff to finish the move within the allocated time as not to inconvenience other parties. The allocated times will be 10:00am to 12:00pm, 12:00pm to 2:00pm, 2:00pm to 4:00pm and 4:00pm to 6:00pm.

Special arrangements can be made with the Building Manager to have a single item delivered without booking a time slot, as an example, delivery of a fridge, mattress, TV etc.

Day of your move

It is required that you fill in a condition report before and after your move, to ensure the quality of the common areas including the lift and lobbies are maintained. Your Building Manager will be able to provide you with more information outlining the report and bond.

It is also important that the removalist you are using has appropriate public liability and workers compensation cover otherwise they will not be allowed on site. These documents will need to be provided to the Building Manager before the move-in can commence. It is essential that we have these forms as the movers will then be responsible for any damage caused to the common property and not the resident moving in.

On the day of your move, either you or your removalist company will need to contact the Building Manager upon arrival. You will then be able to proceed with moving in your items. We ask again that you please take care when moving items through common areas. For your convenience, the lift will be padded to protect your furniture and prevent damage to the lift.

Work Health & Safety (WHS) & personal protective equipment (PPE)

All removalist staff and people moving in must comply with WHS legislation and ensure the correct PPE is worn during the relocation. This is a minimum of clear visible safety vests in the car park areas.

Lift Sizes

The sizes of the elevators for your move are listed below, Please **check** and **confirm** all dimensions prior to ordering or moving in your furniture.

Lift protectors will be erected before every move so please do not commence your move until the elevator is protected.

Elevator Sizing – Building A

Door Width	1180mm
Door Height	2350mm
Car Type	Passenger lift
Car Internal Height	2250mm
Car Internal Width	1400mm
Car Internal Depth	2000mm

Elevator Sizing – Building B

Door Width	1180mm
Door Height	2350mm
Car Type	Passenger lift
Car Internal Height	2250mm
Car Internal Width	1400mm
Car Internal Depth	2000mm

Elevator Sizing – Building C

Door Width	1180mm
Door Height	2350mm
Car Type	Passenger lift
Car Internal Height	2250mm
Car Internal Width	1400mm
Car Internal Depth	2000mm

Fire stairs dimensions

Fire stair door openings	910mmmin(w) x 1980mmmin(h)
Fire stair corridor width	900mm(w) Min – 810mm with handrail
Fire stair ceiling	2850mm(h) Min

Typical apartment entry doorway dimensions

Front Entry -	1010mm(w) x 2697mm(h)
	1004mm(w) x 2697mm (h)
	910mm(w) x 2400mm(h)

Car park heights

Minimum height clearance basement B1	2100mm(h)
Minimum height clearance basement B1	2100mm(h)

Building Management

EG Development Management has appointed National Facilities Management to act as the onsite Building Manager for The Flour Mill of Summer Hill.

The Building Manager will be responsible for many matters in relation to the building, including:

- Direct onsite contact for all residential and retail occupiers of The Flour Mill of Summer Hill
- Control of access devices and security access systems
- Co-ordination of owners and residents moving in and out of the building
- Co-ordination and supervision of all regulatory systems at the building
- Supervising all contractors undertaking works on common property
- Ensuring all plant and equipment is maintained and working efficiently
- Supervision of The Flour Mill of Summer Hill By Laws, SMS and other rules relating to the building
- Management of garbage and recycling

Building Manager

There building Manager is allocated to the site for 7hrs per week for stage 1. The building manager will be contactable afterhours for emergency matter only, these are Floods, Fire, etc. Lost keys, noise and apartments access is not considered an emergency and the approved Locksmith or police must be contacted.

Contact

Senior Facility Manager

Michael Fawcett

Mobile: 0429 510 181

Email: flourmill@nationalfm.com.au

Concierge on Demand

Stedmans National Facilities Management is a Joint Venture that brings to the market a new way of accessing products and services in your local and surrounding area – From high end luxury experiences and products to a personal trainer that comes to your door. Concierge on Demand makes living in your luxury residence easier with a personal concierge at the touch of a button, now available to Residents of The Flour Mill of Summer Hill.

Concierge on Demand is a unique digital Concierge offering that can be accessed by residents through an App downloaded on the App-Store or Google Play to any smart device. Once downloaded residents can order and access a range of Concierge-lifestyle services and products. Whether it's a private yacht or a simple dog walk Concierge on Demand can do it all!

To access this world of convenience and luxury, search for **Stedmans Concierge on Demand** in the app store or Google play, or simply scan this code;

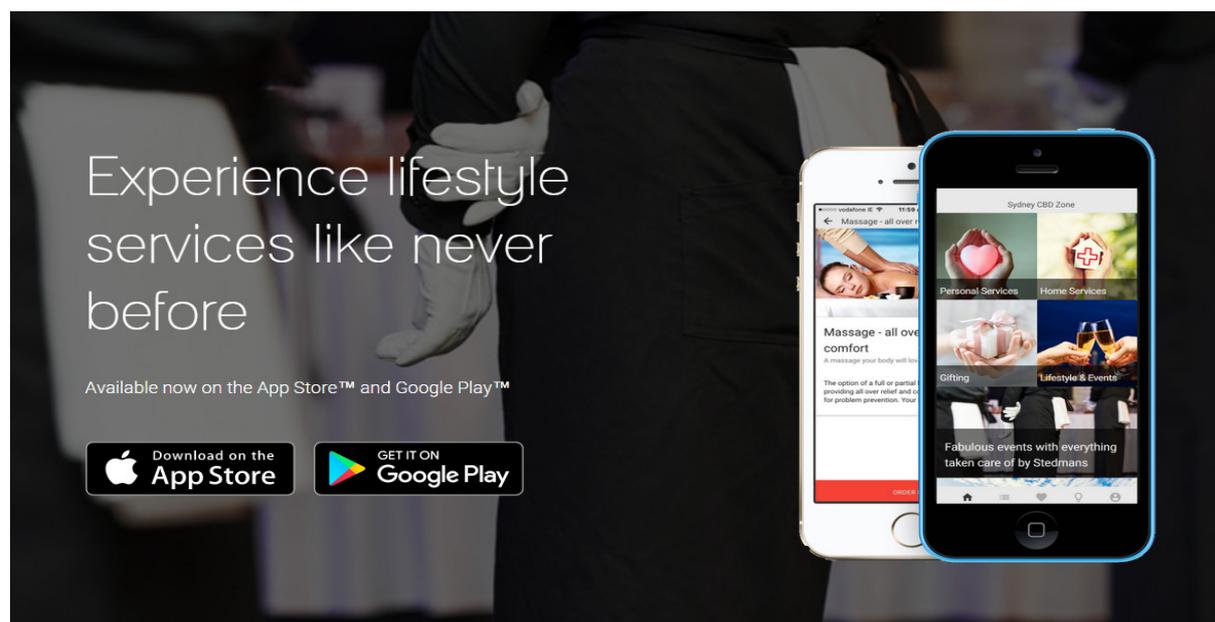


Once you have downloaded and registered on the app, your user ZONE CODE for The Flour Mill Summer Hill is;

Contact the Building Manager

Then you're all set and ready to experience the Concierge on Demand difference!
To learn more about the Concierge on Demand app visit the website here

www.stedmansconcierge.com.au



Experience lifestyle services like never before

Available now on the App Store™ and Google Play™

Download on the App Store

GET IT ON Google Play

Sydney CBD Zone

Message - all over r

Message - all over comfort

A message your body will love

The option of a full or partial providing all over relief and a for problem prevention. Your

Personal Services Home Services

Gifts Lifestyle & Events

Fabulous events with everything taken care of by Stedmans