

Alexander Apartments CTS 10782

Storeroom Procedure

- Each item on the Store Room shelves must be tagged and labelled with a unit number for identification and the date placed in storage.
- Owners have until February 2018 to identify their property otherwise it will be removed and donated to Lifeline or thrown out.
- The Building Manager will keep a register of items stored
- Building Manager to make register available to committee on request.
- The Building Manager to supervise items being placed in/ removed from storage.
- Owner /Occupiers are not to be given keys to access unsupervised
- No Chemicals or flammable items to be stored in the storeroom
- By placing items in storage provided, the owner acknowledges that Items stored are on an "at own risk"basis and the Body Corporate accepts no responsibility for items stored and each owner indemnifies the Body Corporate from any claim for loss or damage.
- Large items that will not fit on the shelves are only to be stored for a maximum of 1 year after which alternative arrangements must be made. This does not apply to locked cabinets away from the shelves providing cabinets are not more than these dimensions 1830x860x410 or at the discretion of the committee.
- Each Cabinet must be clearly identified with the unit number
- Items must be insured under the owner's contents or other insurance

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