

**Manager Notes to Owners for Body Corporate 326030 - H47 Apartments**

This guide had been formulated to assist in the smooth running of your proposed project.

Unlike suburban property where you can almost do what you like when you like you cannot do so in a Body Corporate complex.

A Body Corporate is a legal entity and is governed by a collective of all Owners. This structure is administered by an elected group of owners known as the Owners Committee. They meet on a quarterly basis and oversee the operation of the building on your behalf between Annual General Meetings held in March each year.

The Owners Committee employ a Strata Manager to look after legal and financial matters and a live-in building manager to oversee the day to day and long term maintenance of the building. The Strata Manager plays no part in the running of the building and is responsible for financial and legal support.

All disputes and issues must be passed through the Building Manager in the first instance. They will pass the issue on to those concerned.

There are renovation and building rules for the body corporate in place and the requirement to supply all plans or a written statement outlining the renovations, permits from Council where needed, Public Liability documents by all trades and non-trade workers and their Health and Safety statements and insurance certificates associated with the works they will carry out when on site.

This will be required at the time of the application to the Owners Committee who decide if the proposed renovations meet the buildings rules and operational procedures.

Any changes to the plan need to be resubmitted to the Owners Committee for approval and this may delay your project. Please ensure your application is as detailed as possible as the Owners Committee may not be able to reconsider your application for some time. "Do it one and do it right" is the key.

The time and attendance at meetings and call outs associated with your renovation are deemed additional duties for both the Strata and Building Managers. The Managers reserve the right to on charge costs associated with attending to matters relating to your renovation.

The rules are set in place and voted on by all 159 unit holders for the safety and peaceful quiet enjoyment of all individuals within the building.

The rules that apply to residents apply to you as a visitor, trades person or inspector of works.

A copy of the current Body Corporate rules can be supplied to you by the Strata or Building Manager.

In addition to the legal building rules the building is subject to The Unit Titles Act and the Health and Safety Act 2015 and the Health and Safety Regulations 2016. These regulations have effectively made the entire building a place of work and known as a PCBU. (Person Conducting a Business or Undertaking) As soon as a person is paid to undertake any works within an apartment the apartment becomes a place of work and any Officer, Worker or PCBU must adhere to the legal requirements under the ACT or face hefty fines

up to \$3 million dollars for a Body Corporate and or a jail term not exceeding 5 years.

What does that mean for you and your renovation?

Firstly the Body Corporate has rules to consider before you commence works. You require written approval from the Body Corporate Owners Committee that the renovation meets Body Corporate rules.

The rule reads

### *3.31 Approval Required by Body Corporate to certain building works*

*3.31.1 Prior to the owner of the unit commencing any building works on a unit the owner must provide the body corporate with written confirmation from the Auckland Council that the proposed building works do not require either a building consent or a resource consent.*

*3.31.2 Should the owner not be able to provide the written confirmation then the building works will require a building consent and/or a resource consent as the case may be from the Auckland Council. Such consent must be provided to the body corporate prior to any works commencing. In addition, the owner must comply with the provisions of Section 80(1) (h) and (i) of the Unit Titles Act 2010.*

*3.31.3 When providing a copy of the building consent or resource consent (as the case may be) the owner must provide the body corporate with all plans and specifications for the building work. All such building work must comply with the building consent and obtain a Code Compliance Certificate from the Auckland Council on completion. All work should comply with all warranties and requirements of the Building Act 2004 and shall be carried out in accordance with best trade practices. On the completion of the work the owner must provide the body corporate with a copy of the Code Compliance Certificate.*

The more information you supply at the time of the application the quicker you will get a decision from your Committee.

You should allow 14 days for this process if the Committee has to meet and provide the written permission.

This process could take longer depending on the nature of your renovation, the availability of committee members and the professional assistance the committee may need to make a decision. All costs associated with this process are yours. Please make all applications as detailed as possible to keep the expense down.

#### **Hours of Work**

All power tools and hammers etc must not be used before 8am and stop work at 5:30pm Monday to Saturday. No works to be carried out where there is noise transfer from the apartment outside of these hours.

You can get away with painting etc but must not sand or trowel walls as the noise transfers directly through to the neighboring apartment.

A hammer tap on the ground floor will be clearly heard on level 13

#### **Site Safe®**

Site Safe® policies and procedures that you would find on a typical building site operate in this building at all times.

Hazard notices and barriers are to be placed in the relevant places so that residents are aware and can take precautions. If your trades staff have Site Safe® passports for construction or management of trades staff this will be recognized by building management.

Residents however do not know about trade practices nor know how to behave in what effectively is a construction zone as they pass through the same common areas as you will be using during the renovation.

Residents may not possess the same "Common Sense" that a trained trade staff member may have. Just because it is common sense to you, does not mean it has even been considered by the resident as they are not experienced nor possess in many cases a good understanding of English.

Please be aware of this as residents can step out of a lift into an area you are maneuvering through without warning and not look before they step out.

### **Health and Safety**

The building has its own health and safety program and there are legal requirements within that program that you and your workers must abide by. As all contractors and trade staff move through the common area of the building they come under the direct jurisdiction of the building PCBU and its manager.

All trades must log into the building register and log out of the register every time they enter or leave the building.

This will in the first instance require they undertake an H47 induction into the Health and Safety procedures. This induction process will be arranged by appointment with the building manager.

Anyone found in the building working on private property that has not signed in to the building will result in an immediate shut down of works until they meet the requirements of the buildings Health and Safety program.

The program induction will include but not be limited to knowledge of the transport of goods, tools and equipment to and from the apartment. Knowledge of safe movement of deconstruction materials, hours of work, noise, dust and dirt control, emergency shut off valves and controls and building evacuation procedures.

Upon completion of the induction process the workers will be granted access to and from the building for the period of the renovations.

PBCU's will provide full public liability insurance and health and safety documents before the application to the Owners Committee to approve works.

### **The Plans**

- Your plans should include a statement as to what the intended works are to include
- Materials to be used in the renovation and their associated data sheets to ensure they meet fire regulations and insurance requirements.
- A traffic management plan. ie what vehicles will be used and where they will be parked. (owners must supply parking)
- How you will be moving materials into the building and disposal of deconstruction materials.
- How you will protect residents during the movement of staff and materials from the apartments
- Management of noise, dirt and dust
- Health and Safety statements from each trade
- Public Liability Insurance Policies
- Expected time frame of the works

## Site Instructions

### Access

- Access to the building for all materials is via Gorst Lane and through the single side door by the loading dock ramp or through the storage area double doors or from the loading dock through the rubbish room to the lifts or stairs on level B1.
- No items are to be bought in either through the front entrance nor through the basement car park area.
- If the Owner has allocated a swipe tag and car park in the basement for trade staff the vehicle must be parked in the allocated space only. Do not park in front of the lift to load or unload as the loading dock is provided for this purpose.

### Parking

- Parking is strictly on the street. If the Owner of the apartment cannot or does not have a car park there is parking on a long or short term basis at Wilsons Car Park on Hobson Street.
- The building does not have spare parking spaces at any time and there is no parking in the loading dock nor on Gorst Lane.
- If using the building car park the Owner will supply you with a swipe tag and a car park number for your use. The vehicle(s) must fit entirely within the space provided and **NO** materials are to be stored nor cut or worked on or within the area.

### Common Areas

- Common areas are the resident's access ways to and from their apartment and this area is administered by the manager.
- The natural track from the apartment door to your vehicles and the loading dock, including stairwells must be protected before use.
- Plastic cling film must be applied to carpeted areas from the apartment door to the lift and must include the entire lift lobby so that dust is not transported from the plastic surface to the carpets.
- All dust and spillages are to be cleaned up immediately and not just at the end of the day as dust from the cling wrap will enter apartments and the costs associated with carpet cleaning or damage to residents clothing or property will be passed on to the Owner of the property. Note: dirt and dust transfer to lifts, passengers walk this dirt on to their floor which you won't have access to. Stop and clean before releasing the lift.
- Strictly no works to be conducted in or on any part of the common areas anywhere in the building.
- All damage to the common property is to be reported to the manager at the time of the incident and noted in your accident register.
- All doors including the apartment doors are smoke stop fire doors and some will be on the Fire Evacuation plan for the building. These doors must be kept closed at all times. A fire on another level will use the air flow from an open door via the lift well and stair well to feed the fire which will spread very quickly. Keep doors closed at all times.

### Waste and Rubbish removal

- Rubbish Direct Limited offer a service to provide a suitable bin(s) for the collection of dust and building materials. Please deal with them direct for quotations.
- Bins are to be sealed and neither items nor dust are to spill from the bin(s) at any time.
- No common area space is available for the storage of bins and must remain in the apartment until the moment of collection.
- Strictly no dust or dirt is allowed to escape from the apartment or deck area as this can be sucked into the buildings air ducting system and into the rooms of residents who could be sleeping and unaware of the fumes in their apartment until it's too late.
- Plastic wrapping the deck to ensure no fumes, dust or dirt escapes is essential.

### Inspections

- The Building Manager will from time to time visit the apartment to inspect the progress and discuss extensions to the schedule of works where necessary.
- All building inspectors' appointments are to be controlled by the Owner or contractor. The building manager is not available to let trades staff nor Council inspectors into the apartment.

### Hours of works

- All works are to be conducted on a Monday to Saturday 8am to 5:30pm basis only.
- Whilst it is inevitable that noise will be created residents have the right under the building rules and tenancy Law for peaceful quiet enjoyment of their property.
- The decision to renovate your apartment is yours and not their desire. We suggest you door knock all neighbors and let them know what you are doing and put a note under their doors the day before you expect to be making excessive noise.
- Remember noise travels via the concrete pillars and hammering on the 13<sup>th</sup> floor can be clearly heard in the basement some 15 floors below. Your neighbors are therefore not only beside you but also above and below.

### Insurance Certificates

- All trades staff must have the appropriate insurance cover and certificates placed in the site register for inspection at any time. Our insurance assessor requires a \$3 million cover for any works.

### Health and Safety Plan

- All Health and Safety Plans of the trades you are using are to be submitted along with the original application to ensure they comply with the building Health and Safety Plan
- Dust and dirt, fumes and gasses travel through the buildings ventilation in seconds.

- Ensure no smoke, fumes nor dust escapes the apartment through any door, window or through any cavity into the common areas nor allowed to escape into the outside air. These fumes can quickly be sucked into other apartments and through into the common area ducting.
- People in this building work a variety of shifts and may be asleep and unaware of the presence of gas and toxic dust until it is too late.
- SiteSafe® operate a health and safety plan if you don't have one and it can be developed to fit the apartment environment.

### **Site Register**

- A site register of trades staff, accidents, incidents and hazards is to be maintained and inspected by the building manager at any time.
- Site sign in and out of the building PCBU is located in the mail room on the ground floor

### **Building systems**

#### **Fire system**

- This building operates a fire system where hard wired smoke detectors and sprinklers are in place.
- If you have any dust from sanding, grinding or cutting of materials you will trigger the smoke alarms.
- If this dust gets into a common area the fire brigade will automatically be called by the system and the cost of attendance is around \$1,200 plus GST. In addition the fire system technician charges for a call out to reset and test the system.
- There are no fire drills carried out in the building. If the siren sounds it is a genuine call out and you must follow directions announced over the system and follow the evacuation procedures outlined on each floor.
- Before works commence a full discussion with Fire System Maintenance is required to isolate sprinklers and smoke detectors. Failing to do so or interfering with the system can be costly. All costs are passed on to the Owners by the Body Corporate.

#### **Flooding**

- Should flooding occur the isolation valve for the apartment is in the Hot Water Cupboard at the bottom where the pipe comes in through the wall. It is difficult to access and often corroded. It would pay to check the functionality of this tap prior to works so you know it is going to function when or if you need it.
- All water will drain through the nearest penetration into the floor and down to the ceiling cavity of the apartment below. All renovation costs to repair the apartment and belongings below will be charged to the Owner.

### Phones and Internet

- The phones and internet lines enter the apartment above the entrance door and make their way via catenary wire to a wardrobe in the apartment where a punch down block is situated.
- From the punch down block the apartment is star wired to the various jack points that use PDL series 600 plates with RJ45 data/phone outlets.
- Behind the TV points is a UHF aerial and "F" connector point usually with an RJ45 phone line outlet.
- The "F" connector is connected to the building dish for digital feed and the UHF point to the aerial on the roof.
- Signal supply is checked on all levels each year so good signal strength should be available on all floors.
- No other aerial is to be installed in any apartment.
- Further punch down blocks are located in the service cupboard on each floor and in the PBX room on the ground floor.
- Telecom staff has key access to these areas.

### Power Connection

- Power connection is via a service cupboard in the hallway for which power staff have a key for access.
- The Manager will not be available to turn on or off power or read meters and the apartment Power Company should be contacted for this.
- RCD systems and circuit breakers operate from the panel in the apartment.

### Building Lifts

- The lifts are maintained by Otis Elevators. The right side lift has a panel which is padlocked open. Inside is one white switch
- Turn that switch on and the doors stay open
- Swipe tags are required to get to the various levels. Ensure padding is used at all times when transporting items to and from the apartment.
- Padding is provided for this lift in the B1 storage area, we ask you to put this up in the lift when necessary
- The roof of the lift does not open
- Maximum height is 2m
- Anything longer must go up the stairs
- Anything over 2.2m will not be able to get out of the stairwell into the hallway as the top and bottom will jam against the floor and the opposite wall.

### Walls

- The walls within the apartments are free standing and the ceiling is a suspended ceiling.
- Before adding or removing walls you must consult Fire Systems Maintenance who will provide you with the information you need to correctly move or add sprinkler and smoke detection. This will ensure your apartment achieves the fire standards required for the annual building warrant of fitness. Failure to comply will result in a

failure for the entire building at WOF time and all costs incurred for reinstatement, will be yours.

- Inter Tenancy walls may not be renovated without employing the appropriate acoustic engineer to ensure the works will not add sound transference by adding to or removing materials used in the original construction of the building.

### Ventilation

- The main air unit is on the roof
- It supplies tempered air to the Western hallway
- Apartments with an internal bedroom have a vent in the common area hallway and a power switch in the bedroom wardrobe that turns on the fan.
- For those apartments with no windows in an internal bedroom, air from the apartment can back vent into the hallway via the fan outlets in the bedrooms and lounge area. Ensure the internal vents are sealed to prevent this.
- Do not allow dust, smoke, steam or any other vapour to leave the apartment as this will set off the fire call out system.
- Do not vent to the decking of the apartment without a full plastic wrap being in place so as to stop contamination of neighboring apartments.

### Tile Works

- Lifting tiles is a messy and noisy process. Ensure dust is kept in the apartment and that the tools used do not disturb neighbours. A hammer tap on the concrete floor on the 13<sup>th</sup> floor can be heard in the car park in the basement.
- There is Mapei underfloor acoustic matting and this must be maintained and or replaced before tiling
- New tiles and flooring MUST adhere to acoustic standards and the appropriate materials used.
- No wooden floors or tiled lounge flooring as no acoustic barrier sufficient for the quiet enjoyment of the apartment below has ever proved sufficient. Committee will not approve wooden or tiled floors other than the original specification.
- Should you lay tiles or flooring that causes noise issues with your neighbours below you will have to remove the tiles and relay the flooring.
- Remember noise is subjective. What is acceptable to one person may not be to others. If we get a complaint you could be in for a very expensive renovation to solve the issue.
- No tiles are to be cut, ground or worked on in any way in any common area including the loading dock.

### Carpets

- Generally the original carpets are double stuck to the floor. ie; the underlay is glued to the floor and the carpet is glued to the underlay. If you replace carpet you should use this method as the apartment carpets can be replaced on the Body Corporate insurance if there is an

accident. As soon as you use smooth edge to lay the carpet the insurance risk is yours and the building insurance will not cover you.

- Ensure smooth edge laying does not start before 9am as everyone in the building will hear it being laid.

### **Hot and Cold Works**

- All hot require permits
- There is an extreme fire risk associated with the buildings cladding and it is not designed to be drilled or heated.
- Strictly - No cladding nor common area is to be worked on without the appropriate permits the written express permission of the installer who has guarantee on the cladding and sealants and the written permission of the Body Corporate.

### **Lift Use during renovation - Moving in or out**

- Only the right side lift (lift two) which will be padded and the floor covered to prevent damage.  
If padding is not in the lift the pads are available in the B1 storage area and MUST be in place before moving items to the apartment.  
Any marks or dust must be swept up and wet mopped on each trip to ensure residents don't transfer any dust to their levels.  
Lifts can be locked of for the movement of building materials.  
Please make an appointment time in advance with the building Manager to achieve this.

### **Issue Resolution**

As a unit title development the Unit Titles Act 2010 and the subsequent Unit Titles Regulations 2011 and the Disputes Resolutions through Tenancy Tribunal will be used to resolve any issues.

The rules of the Body Corporate must be adhered to at all times by all residents their contractors and their staff.

All call outs caused by the Resident and or their Contractors are to be paid for by the Owner.

If you don't know then ask

That's the basic rule and the common sense thing to do.

Health and Safety Act and associated rules apply at all times

BuildingManager  
H47 Apartments