



Renovation Policy

This policy applies to all shareholders contemplating renovations to their apartment.

Before Starting

Contact the Building Manager at the planning stage. The Building Manager will check plans prior to commencement, advise where Board approval is required, provide guidance on alterations, and help ensure plans meet with Company regulations and Wellington City Council compliance requirements. Depending on what is proposed, you may be asked to complete an application form – (Application for Consent to Undertake Alterations).

General Expectations

Shareholders must ensure that the tradespeople they employ are appropriately qualified, licensed, registered and insured and comply with onsite Health and Safety protocols.

Restrictions to Alterations

Renovations beyond relatively minor redecoration may need Board approval. It is important to discuss your plans with the Building Manager.

A building of Jerningham's age must be presumed to have asbestos-containing products. The Building Manager has a register of all areas containing asbestos in the common areas but not for inside individual apartments.

By law, any intrusive works contemplated must first have an asbestos refurbishment survey completed so that the works don't inadvertently release asbestos fibres. Talk to the Building Manager about how this can be arranged.

Noise inhibiting underlay must be used with all floor treatments. Changes to floor coverings require Board approval (via the Building Manager). Hard floor surfaces - such as ceramic tiles - may only be laid in bathrooms, toilets and kitchens if the Board is satisfied that adequate noise suppression has been included in the design.

The windows and their aluminium frames must not be altered in any way, drilled into, or added to (such as fixing shades). If a shareholder chooses to electrify their window winders it is at their expense and the shareholder (and subsequent shareholders) are responsible for the maintenance of the electrical components of the solution.

Changes may not be made to the extraction fans or bathroom vents unless approved by the Building Manager. Please contact the Building Manager if these need to be replaced. Shareholders are responsible for meeting the costs of repairs or replacement of these items.

Heat detectors and fire alarms should be treated as active and must not be interfered with or moved without the Building Manager's approval. At the conclusion of the project, inspection by the Building Manager or an appropriate fire compliance contractor is required to confirm that heat and smoke detectors are correctly located and functioning.

Noise

Ensure tradespeople only undertake work between 8.00am to 6.00pm on weekdays, and between 10.00am and 2.00pm on Saturdays. Trade work must not be undertaken on Sundays and public holidays.



Building Security

Ensure tradespeople do not compromise building security – they must not leave the doors open and unattended when moving materials into or out of the building or for any other reasons. A CCTV security system actively records activity in the common areas of the driveway, building entrance, lobby and mail room areas. The system is monitored by the Building Manager. As may be necessary, images recorded by the system may be viewed by the Building Manager, authorities and the Board Chairperson.

Moving Materials / Furniture in or out

Please contact the Building Manager at least one business day ahead of moving materials / furniture into or out of the building. It is essential that protective coverings are used in the lifts and protection is used to move materials / furniture across the lobby floor. The Building Manager will furnish the lift with protective covers and remove the ceiling “boot cover” if this is required for larger items. Do not attempt to do this yourself under any circumstances and note you will be liable if damage is incurred.

Protection of Common Areas (entrance / lifts / foyers)

Materials being moved through the public areas must be handled in ways that minimise the distribution of dust and risk of damage. Materials should be carried or wheeled on appropriate carriers and not dragged. Only the protected lift may be used for transporting materials. The floor of the lift must have temporary protection when being used for this purpose. Broken plaster board and plaster dust etc. should be contained in sealed plastic bags. Tradespeople must be mindful not to walk plaster dust etc. through the common areas on their shoes. Public areas being transited should be appropriately cleaned every day.

Trade Waste

Shareholders must make their own arrangements for removal of rubbish from renovation projects. Permission may be given for a skip to be located in the carpark (for up to 3 days) but the Building Manager’s approval must first be obtained and the location agreed. Trade waste must not be placed in the rubbish chute or general rubbish and recycling containers.

Parking of Trades Vehicles

There are a limited number of car parks in front of the building for residents and their guests. The yellow marked zone opposite the entrance is for use by emergency vehicles and trade contractors. Contractors are asked to leave a note with a contact phone number on their vehicle’s dashboard so they can be contacted. Contractors who need to be in the building for extended periods are encouraged to park on the street. Access to garages must not be obstructed.

Insurance

The Company carries a comprehensive portfolio of insurance, the most significant being the Material Damage Insurance for physical loss or damage to the apartment building and garages.

The Material Damage Policy has an excess of \$500 which is generally payable by the party who caused the damage.

Contact Information

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