



## **Request for Garbage Room Access**

Please complete this form if you would like access to the general waste Garbage Room.

An access card will be issued, and access will be charged at \$1 per sqm (based on NLA of tenancy) per annum (or part thereof) + gst. You will be issued an invoice from date of request & processing to the 30<sup>th</sup> June the next year. You will then be invoiced each July for the next year or part thereof.

Please note, only 1 access card per tenancy is permitted.

There is a one-off access pass issue charge of \$30.00 + gst. Any lost access cards must be reported immediately, and you will be charged an additional fee for a replacement card. These costs are subject to change 1<sup>st</sup> July each year and any variation will be notified in writing.

By choosing to complete this form you are also agreeing to keep the general waste Garbage Room clean and tidy by ensuring all your general waste is contained within garbage bags before being placed in the bins. Please do not overflow the bins provided or leave bags or rubbish anywhere other than in the bins provided.

This access card is for tenancies choosing not to have an office cleaner look after their office cleaning. Bonds Services is the buildings preferred cleaning service provider.

There is a separate room for your recycling needs and there is no charge for recycling, your general access tag opens the Recycling Room. Please remember to separate your recycling from your general waste.

*I agree to the above terms:*

Name of Authorised Person: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Authorised Person: \_\_\_\_\_

Suite No: \_\_\_\_\_

NLA: \_\_\_\_\_

Charge p/a: \$ \_\_\_\_\_

+ gst

Billing Name: \_\_\_\_\_

Email: \_\_\_\_\_

**FACILITIES MANAGEMENT OFFICE USE ONLY**

Swipe No: \_\_\_\_\_

Processed by: \_\_\_\_\_

Date: \_\_\_\_\_