



**lifestyle
workingbrookvale**

WELCOME TO LIFESTYLE WORKING



WWW.PRECISE.PROPERTY



WELCOME

On behalf of Precise Property, the building's Facilities Managers, we would sincerely like to welcome you to Lifestyle Working Brookvale!

Below are a few helpful details to help you settle in. There's a lot of information here, so please take your time to go through it all.

If you have any questions, please don't hesitate to get in touch: fm117@lifestyleworking.com.au

_CONTACT

For all building-related matters, please use the email address fm117@lifestyleworking.com.au, which goes directly to our facilities team. While you're always welcome to drop by our office, we prefer that all building-related requests be primarily communicated via email.

Please provide us with a main contact for your company for building notices (e.g. for maintenance). It's best if you have a general "team" address that goes to all staff, so we can stay in touch, even if you have staff changes. Our emails are infrequent, so you don't worry about email overload, but it's important we have a main contact for any communications.

You can find all necessary building information, forms, and guides in the [Community Library](#) for easy reference.

_SUITE FIT OUT AND RENOVATION

Any fit-out work to a suite must be approved by the Owners Corporation.

Please refer to the "Contractor House Rules" guide available in the [Community Library](#), which includes details of the information required to seek approval.

_VISITOR PARKING

Visitor parking is **STRICTLY** for visitors only. Please ensure your staff and contractors are informed that they are not permitted to park in visitor parking under any circumstances. Any fines issued for unauthorised parking cannot be waived by building management.

If you have a visitor staying beyond the permitted 2 hours, you can request extended parking by emailing fm117@lifestyleworking.com.au. In the email, provide the exact registration plate of your visitor, as the parking area is monitored. You do not need to inform us if your visitors are arriving after 4pm or on weekends.

You can find the Rule Receipt Acknowledgement for visitor parking form in the [Community Library](#). As parking fines are issued to the occupier of the suite, not individuals, this form can be used to reinforce the rule and help you recover any fines from staff found parking in the area.

_MEETING ROOMS

There are 4 meeting rooms available for use throughout the building. We follow a 'fair use' policy when booking the rooms, so please be considerate of other occupants when making your reservation.

You can book one room per day for up to 2 hours, free of charge. For longer bookings, you will be directed to a payment site. The rates for extended bookings are available on the website.

To book a meeting room go to: <http://meetings.lifestyleworking.com.au>

Your business' login details for the meeting manager system are in your Welcome Email and the WiFi instructions are posted on the door of each meeting room.

_OFFICE SIGNAGE

Please refer to the "Lifestyle Working Rules and Regulations" document located in the [Community Library](#) for specific details regarding office signage and restrictions.

Our preferred contractor for signage to your suite is

HYBRID SIGNS

Contact: Matt Tye

0418 299 704 | matt@hybridsigns.com

_DIRECTORY BOARD

There are two directory boards located on the ground floor of the building - one at the front entrance and the other near the lifts, facing the pool. You are welcome to have your company name added to these boards, and the cost will be invoiced directly to you by Hybrid Signs.

Please email the Directory Board Signage Application form, located in the [Community Library](#), directly to Hybrid signs.

_AUTHORISATION

To grant your staff the ability to change security accesses, including ordering additional or replacement access passes, please complete the "Authorisation to Amend Security Access" form located in the [Community Library](#).

This list will also let us know who is authorised to request the spare key to enter your suite, provided you have left a spare with Facilities Management.



_BUILDING ACCESS PASSES

You are entitled to 1 access tag for each square metre of your suite, free of charge, provided they are returned at the end of your lease.

If you require extra tags beyond your allocation, The Owners -SP79892 will issue an invoice for any additional tags requested, charged at a rate of \$30 + GST per tag. Only authorised individuals are allowed to request access passes for staff.

You can find the Access Pass forms for both single and multiple pass requests in the [Community Library](#).

_SUITE KEYS

For security reasons, ordering extra suite keys is only possible through our lockmaster.

When placing your order, please copy (cc) fm117@lifestyleworking.com.au in the email so the locksmith is aware that the key order has been authorised by Facilities Management.

Loyalty Locksmiths will invoice you directly.

LOYALTY LOCKSMITHS

Contact: Dean Gorsuch

dean@loyaltylocksmiths.com.au

_FIRE WARDEN

You are required to nominate a Fire Warden to attend the Emergency Procedures training. We conduct two training sessions per year, and we'll inform you of the scheduled dates.

One of the annual training sessions takes place on-site and involves an evacuation drill. The second session is an online training session, which you can complete in your own time.

The form to nominate your Fire Warden can be found in the [Community Library](#).



_GARBAGE ROOMS

Building tenants have free access to the recycling room (for paper, cardboard and containers). If you need access to the general waste room, please complete the Garbage Room – Access Pass Application form located in the [Community Library](#).

Access is charged at \$1 per square metre per year plus GST, based on the NLA of your tenancy. Additionally, there is a one-time fee of \$30 plus GST for the access card.

_POOL ACCESS

The pool area is available for the use of occupants and their accompanying guests. Anyone who wishes to use the pool or changing room areas is required to sign a pool access agreement before they can use the facilities. Upon completion of the Pool Access Agreement, access will be added to your security access tag.

You can find the “Pool Access Agreement” form in the [Community Library](#).

The pool is heated and available for use year round. Pool operating hours are:

Mon-Fri 5am - 10pm
Sat-Sun 5am - 8pm

_ELECTRICITY

Electricity is supplied in Lifestyle Working at a discounted rate via an embedded energy network, owned by the Owners Corporation and managed by a third party (Energy Trade). You will need to set up an account with Energy Trade as soon as possible, using the following link:

www.energylocals.com.au

ENERGY LOCALS

www.energylocals.com.au

phone: 1300 693 637

Please contact with Facilities Management if you would like further information on Lifestyle Working’s unique Embedded Energy Network.

_AIR CONDITIONING

The air-conditioning units in Lifestyle Working are designed to be a more energy efficient air-conditioning solution. As a result, electricity for the air conditioner is billed separately to your main energy connection.

You will receive a quarterly invoice for your tenancy directly from the strata plan (the Owner - SP79892) for your energy use.

The manual for the air conditioner is available in the [Community Library](#).



_INTERNET

A private Internet connection is provided to your suite free of charge on behalf of the Owner's Corporation. This is a high-grade corporate connection, better than the NBN, with a complimentary 50/50mbps speed. You can opt for higher speeds for an extra charge.

To get connected, you'll need to provide a router and/or wifi device. Alternatively, All I.T can provide you with one for a fee.

Expect to hear from ALL IT in the coming days about your new connection.

ALL I.T SERVICES

Suite 49, Lifestyle Working

email: support@allitservices.com.au

phone: 1300 425 548

_PHOTOGRAPHY + FILMING

Photography or filming in common areas is not permitted without prior approval by the Owners Corporation.

The Photography & Film Request form is available in the [Community Library](#).

_AMENITIES

The toilets can be found on each floor at both the East and West ends of the building. We ask all Lifestyle Working occupants to be considerate of one another and leave the amenities how you would expect to find them.

_BUILDING RULES AND REGULATIONS

A copy of the Lifestyle Working Building Rules & Regulations can be found in the [Community Library](#).

