

Montreaux Body Corporate

164 The Terrace, Wellington 6011, New Zealand www.montreaux.co.nz

MX BUILDING MANAGER checklist

- Briefly explain the process at the time the Resident first calls and record their unit and all contact details.
- Arrange a time to meet the Resident to complete the common area inspections.
- Record in the moving log ALL required details for the move.
- Place a completed notice in the lift of the tower affected by the move to ensure other residents are aware of the move to take place.
- Place the lift covers prior to the move on the day in the lift involved.
- Advise Residents of their responsibilities in detail when meeting them as planned.
- Complete the inspection (taking photos of any current 'damage' if required), advise the consequences should damage occur during their move, and have resident sign the acceptance statement at the bottom of the inspection form.
- Hand over the lift lock off key and advise them of the method you wish the key to be returned to you immediately after their move is completed (i.e. into the BCC letterbox or handed to next person moving if more than one move, personally hand back, etc).
- After the move has been completed, inspect the common areas involved again, referring to the completed inspection form (this can be with or without the Resident in attendance).
- Record any new damage on the inspection form (and take photos where necessary) and contact the Resident to inform them of this fact.
- Take down and return the lift covers to the relevant Plant Room as soon after the move has been completed as feasibly possible.
- Place the key back on the hook in the relevant Plant Room once the move has been completed.
- File the Inspection sheets in the box labelled "Completed Inspection Sheets" in Plant Room 1.

Invoking the Moving Agreement and **Moving Damage Remediation letter** within two days of the damage being identified and recorded:

- Complete the Moving Damage Remediation letter and post or email to the person who signed the Moving Agreement.
- Record on the Inspection sheet(s) the date the letter was sent and advise the BC Secretary at Oxygen via email who they may receive correspondence from and why.
- Monitor progress re the five and thirty days' remediation requirements.
- Escalate within the BCC and Oxygen as and when required to ensure that remediation does take place.