



Museum Towers Newsletter

Winter Season: June 2007

Museum Towers distributes a quarterly newsletter to inform residents and offices of general building information. The Cold weather is upon us and the end of the financial year is just around the corner.

Swipe access to level 8 recreation areas: A new swipe access system has been installed on level 8 for increased security of the area. You no longer need to use a key in the door handle. Simply pass your access tag over the reader at the left of the door and you can then pull the door open to enter.

Antenna work: Recently some work was undertaken on the television cabling system to enable a better digital television reception to the building. If you are having television reception problems, please let management know at the front desk on weekdays so that a time for an assessment can be organised.

Winter fire safety: Now that the cold weather has arrived, please take care to ensure that your home is fire safe. It is recommended that appliances such as electric blankets and heaters are checked for safety. Any cords and plugs that look worn may need to be replaced and please take care that heaters are not placed near flammable materials such as furnishings and that you turn heaters off when leaving the room. Further information about fire safety in the home and the new legislation regarding essential smoke alarms is available on the 'information' page of www.museumtowers.com.au

Evacuation/ Emergencies: In the event of an emergency such as fire, you **MUST NOT** use the lifts. Those who are able to should use the stairs to evacuate or at least make their way into the fire stair shaft. Fire stairs are located at the North and South ends of each floor and are marked by an illuminated green 'exit' sign. Anyone who feels that they would need assistance in the event of an evacuation should let management know at the front desk to be listed for assistance by staff and authorities in the event that a fire occurs.

Balcony use: Many residents are still suffering from ongoing problems where washing and items such as cigarette butts, ash, food and tissues are landing on their balconies. Please remember that at no time should washing be dried on balconies and nothing should EVER be disposed of from the balconies and windows. This can cause physical harm to those below as well as being rude and a finable offense.

Garbage disposal: When you have waste too large to dispose of in the garbage room, you must take it to the bins located in the basement car park. The red lid bins are for use by commercial offices only and the remaining yellow and blue lid bins are for use by residential units. See the front desk with any queries regarding waste disposal.

Lift bookings: Please always make sure that you make a booking with the front desk for removal of furniture items or when expecting large deliveries or tradespeople who will be undertaking work in your unit. Protective covers need to be placed in the lift and without a booking, you may find that the lift is not available for your use.

General maintenance: If you notice any problems in your unit such as leaking taps, bubbling or peeling paint, loose handrails or doors not sliding properly, please see management at the front desk and they will help you to organise a convenient time to have these attended to.

Facilities: A new video camera has been installed on the rooftop Barbeque area to assist in monitoring the security and safety of those in the building. A \$50 deposit system has also been introduced for use of the rooftop and BBQ areas. Anyone signing out keys for the roof must leave \$50 cash with the front desk staff. You will be given a receipt and must return this receipt with the keys upon completion of your booking for the area. Your \$50 deposit will be refunded if the area has been left clean and no damage or disruption has been caused during your use of the facility area.

AGM: The annual General Meeting is due to be held in August. The agenda will be mailed by Kooper & Levi Strata Management to the owner's addresses as listed on the strata roll. Owners can contact Philip Kooper on 9371 9090 to update their contact and postal details.

Environmental note: All residents and offices can help Museum Towers to reduce our consumption and waste by implementing a few minor steps like: turning off lights when you are not in the room (for offices this would include turning lights off when the office is closed) and by recycling wherever possible. Empty printer and fax cartridges can be left with management at the front desk to be recycled appropriately.

Security staff: There has recently been some changes of the security staff. Some initial changes in security staff are to be expected but the duties of these staff are to continue as usual. Security staff are onsite from 4pm-8am weekdays and also all day and night on Saturdays, Sundays and Public Holidays.

Local happenings: The Sydney City Council is currently running their annual garden competition. Category 2 applies to multi dwelling housing including balcony gardens. Anyone wishing to enter their garden should go to www.cityofsydney.nsw.gov.au/whatson for full details. The next newsletter will be distributed at the time of the September APEC summit. Notices of any disruptions relative to the APEC summit will be posted in the foyer area closer to the date to assist with information about transport and road closures.