



The

Menkens Apartments

Strata Committee

HANDBOOK

The Menkens Apartments represent a significant development in the urban life of Newcastle combining a respect for the city's architectural heritage with a new benchmark in the amenities provided. In addition to their situation in close proximity to the Harbour Foreshore and the Central Business District, the Menkens Apartments have been designed to provide a high degree of security for residents.

The warehouses, which comprise the heritage section of the Menkens Apartments, were both designed for the same client, R.H. Hall and Sons, by Newcastle's leading architect of the late 19th and early 20th centuries, the German born Frederick Menkens (1854-1910) The older building (1899), to the right when viewed from Scott Street, retains the Classical details of a typical Victorian commercial building, such as the keystone arches over the upper windows and the crowning cornice. By 1905, when the second warehouse (to the east) was built, Menkens had completed the Cohen Bond Store in Bolton Street, in which such details had been abandoned in favour of a simpler and bolder expression of arched brickwork in the Federation Warehouse style. Like the Cohen building, this 1905 structure has a three-part division of the length of the frontage, defined by brick buttresses crowned by massive corbelled heads.

The design of the Menkens Apartments by Suters Architects of Newcastle (1997) incorporates the two former R H Hall warehouses. One of them became the Rundles clothing manufacturing factory. The lower levels of this building now house the Menkens multi-story garage while the upper level accommodates one apartment, storerooms, a gymnasium, terrace, lap pool and sauna. The other R H Hall building houses the main lobby and electrical switch rooms at ground level and two apartments on each of the 1st and 2nd floors. Floors 4 to 7 of the new section of the building are situated above the warehouse buildings.

Next to them on the site of the former Newcastle Hotel on the corner of Market Street is the west wing of the Menkens, with Newcastle Post Office at ground level, commercial premises on the first floor and six floors of apartments above.

The Strata Committee is proud of the historical associations of the Menkens Apartments building, and respectful of their heritage value. The Executive Committee of the Owners' Corporation has ensured that the inner entrance lobby has been decorated in a style sympathetic to the original brickwork and exposed beams, which have been retained. A portrait of Frederick Menkens and his dog "Mick" - his constant companion after the failure of his short-lived marriage - graces the lobby as a reminder of the original architect and of the reason for the name of the building. We hope that all those who reside in the Menkens Apartments building, whether short-term or long-term, will enjoy their residence here and respect both the building itself and the enjoyment of its amenities by the other residents.

The Strata Committee

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1. INTRODUCTION

The purpose of this booklet is to communicate to owners and residents of the Menkens Apartments information as to procedures and requirements which will maintain and enhance the peaceful enjoyment of all those who live in this building.

The booklet consists of 2 parts:

Part A: General Information

Part B: By-Laws

Would owners who lease their apartment please ensure this booklet is made available to their tenants.

Would owners who sell their apartment please ensure that this booklet is made available to the purchaser.

We particularly ask that owners ensure that anybody moving into or out of an apartment is aware of the requirements for using and protecting the elevator when moving furniture.

We also stress the importance of security and in particular we ask that residents advise visitors not to let other people into the building as they arrive or leave by the main door.

We thank you for taking time to read this booklet.

Issued by the Strata Committee

2. GENERAL INFORMATION

The Menkens Apartments building is managed and administered by the Strata Managers, Lake Group Strata Management, a Division of Lake Group Property Services Pty Ltd of Charlestown and the Menkens Owners Corporation through the Strata Committee, in accordance with their respective responsibilities, the Strata Schemes Management Act 1996, the By-Laws and General Information contained in this manual.

The Strata Committee for 2022 was elected at the Strata Annual General Meeting, in November 2021 and its members are (see **Table 1**):

Table 1
Contact Details

Name	Position	Apartment	Phone Number
Allan Goodman	Chairman	Apt 2	0411 600070
Mark Dyball	Secretary	Apt 22 & 5	0438 732234
Lindsay Crutch	Treasurer	Apt 26	0409 443476
Ray Kelly	Member	Apt 23	0408 115201
Fiona Pike	Member	Apt 16	0409 648131
Jenny Hurst	Member	Apt 9	0407 292381
Ron Davidson	Member	Apt 6	0498 243398
Alan Watt	Member	Apt 27	0448508463

3. EMERGENCY CONTACT LIST

3.1 Contact List

Before contacting any emergency services or maintenance contractors, please check the advice on the following page (see **Table 2**).

Table 2
Emergency Contacts

Contact Name	Business Name	Service	Phone Number
Police	Emergency	Police – Newcastle	49 290999
Fire	Emergency	Fire	000
Ambulance	Emergency	Ambulance	000
Allan Goodman	Chairman, Strata Committee	Apartment 2	0411 600070
	Electricity Energy Australia		131535
	Hi Tech Gas	Pool Gas Heater	0409 908 985
	Saddingtons	Garage roller doors	4978 6370
	KONE	Lift	1300362022
Heath Graham	Heath Electrical	Electrician	0403 368911
Steven Page	Sicada Fire	Fire Services	0488 33747
Wes Shirlaw	SMS	Plumber – small jobs	0420 934897
	Mullane Plumbing	Large equipment	
	Cottons Glass	Glass	4955 9152
	NCC	Garbage (Tues & Fri)	4974 2727
Mike Davison	Davison Pools	Pool	0418496322
Mark Bartrom	SSM Services	Intercom, Security Cameras and swipe discs etc	0410 989969
Yanna Francis	Lake Group Property Consultants, 4 - 153 Pacific Highway. Charlestown 2290		49423305

3.2 Advice Regarding Emergency Contacts

In the case of emergency, when you need to contact a contracted Service Provider to the Menkens, (e.g. Electrician or Plumber), effort should be made to contact either the Chairman of the Strata Committee or other strata committee member before direct contact is made with the provider. This does not prevent an owner contracting a service provider if the emergency in their opinion is time critical. The extent of the emergency will dictate your efforts to contact the Chairman or Strata Committee member.

It is important to note that, summoning one of the Menkens' Service Providers can attract a call-out fee, which in some cases, can be hundreds of dollars. Commitment to call-out costs should not be made without first checking with the Chairman or a member of the Strata Committee.

4. SECURITY

Please refer to Menkens By-Laws Item 29.

KEYS

4.1 KAI Key

This key gives access to the Main Bin Room, Electric Switchboard Room, Pool Chemicals & Pump Room, Hot Water Heaters & Lift Motor Rooms & Paint/Storage Areas in the Garage.

Residents entering the Main Bin Room are reminded of the danger of garbage coming down the chute.

4.2 KA2 Key

This key gives access to the water and gas cupboards on each level. Water and gas supply may be turned off to the individual apartment (see pages 18 & 19). A list of KA2 Key Holders is given on the next page.

4.3 KA3 Keys

For entry to the building from the garage, via the fire escape stair wells, entry to the recycling bin room and the residents' storage rooms area. All residents are issued with KA3 keys.

Please ensure all doors with KA3 locks are closed behind you.

4.4 DKS Keys (black plastic mill key)

For electric entry through the front doors and for elevator operation. A security computer system monitors, controls and records access via these keys.

4.5 Apartment Door Key

Owner's responsibility.

4.6 Additional Keys

Persons requiring additional KA or OKS Keys should contact the Chairman, or in his absence, the Secretary, who will authorise the Strata Manager to have key / s cut/ supplied, at the owner's expense.

4.7 Garage Access

Vehicular access to and egress from the garage is controlled by a portable remote controller, two of which are issued to each apartment owner.

4.8 Key Register

The Executive committee maintains a Key Register.

4.9 Key Security

We request you NOT place any Menkens key (KA or OKS Key) on a key ring which also has an indication of your address. A comment on your key ring such as "if found please forward to Lake Group Property Management - PO Box 175 Charlestown 2290" may be appropriate.

Lost keys with your apartment address compromise our security.

4.10 Lost Keys

Lost KAS and DKS Keys must be reported via text or email to the Chairman of the Menkens Strata Committee whose name and addresses can be found in this booklet under "*Emergency Contact List*".

4.11 All owners shall have a KA2 key to access water and gas meters.

4.12. Doors

Building Security is only as good as the people who control it. All doors are fitted with automatic door closers, but sometimes these malfunction. Please ensure all doors close firmly behind you. If you

observe any malfunction, report the matter to the Chairman or Secretary of the Strata Committee.

4.13 Intercom System

The outer door of the Menkens Entry Foyer automatically locks at 10.00 PM each night and remains locked until 7:00 AM each morning. Normal entry and access to the intercom system is not available when this front door is closed other than by use of the DKS Key.

Do not let people into our building if you do not know them.

Do not let tradespeople or other professional people (e.g. a person from the Gas or Electricity Company) into the building unless they are visiting your apartment.

A ploy often used by people who wish to gain unauthorised entry to our building is to buzz an apartment and say they are from the Gas Company or similar organisation. Direct these people to our Strata Chairman, after you have identified their credentials by the screen on your intercom.

Visitors who use the intercom to call an apartment can gain entry to the inner lobby and elevator when the resident in that apartment unlocks the door by pressing the button on the internal intercom system. Visitors should move immediately to the elevator and press the button for the floor of the apartment they wish to visit. They cannot gain access to any other floor on arrival or to any floor except the ground floor on departure.

4.14 Lobby Security Camera

The lobby security camera is only utilised to identify any issues related to incidents causing damage or harm. Your Chairman can assist if required to identify any problems encountered in the foyer.

4.15 Garage and Fire Escape Doors

When entering the residential section of building from the garage or fire escape doors, please ensure the doors are closed once you are in the building.

4.16 Garage Roller Doors

When entering or leaving the building via the roller doors, once clear of the door we suggest you wait until the door comes down to ensure an unwelcome person does not gain unauthorised access. This is only possible on access to the building as egress is now difficult due to the light rail and single lane in Scott Street.

Unauthorised intrusions and interference with cars have occurred and it is suspected intruders have followed residents' cars into the garage. Property has been stolen including roller door remote controllers. If your remote controller is lost or stolen, please report the loss immediately to the Chairman via text or email.

4.17 Guests Entering or Leaving the Building

Unfortunately, it appears to be polite to hold a door open for other people to enter our building.

It is most important to explain to your guests that they must not let people into The Menkens when they enter or leave through the main door.

Some people who want unauthorised access to our building wait in the entry foyer and simply "walk in" when a guest enters or leaves the building.

Remember Building Security is for Your Protection

5. NOTICE BOARD.

A Notice Board is located in the lift for all relevant notifications and important matters that concern all residents. The Chairman will from time to time erect notices informing all residents of events and matters of importance.

This is the portal for any approved construction works to be carried out in the building whereby noised, dust or vibration generated may affect other residents.

6. GARBAGE AND STORAGE FACILITIES

6.1 Garbage

Please refer to Menkens By-Law 10.

6.2 Garbage Disposal Chute

A garbage disposal chute is available at each residential level of the building. Place all garbage in a plastic bag, such as a supermarket shopping bag and tie securely before dropping it down the chute.

Do not use the chute for:

- (a) Newspapers;
- (b) Cigarettes;
- (c) Glass bottles;
- (d) Cartons;
- (e) Umbrellas and coat hangers;
- (f) Brooms, mops etc; and
- (g) Or any article that may block the chute.

Do not leave garbage in the bin room by which access to the garbage chute is obtained.

6.3 Recycling Garbage Bins

Recycled garbage yellow lid bins (paper, metal & glass) should be placed in the bins located in appropriate areas on each level. Please rinse all bottles and cans. Flatten cardboard cartons and containers. Inside the lid of each bin is a list of materials that are acceptable for recycling and a list of garbage items that are banned.

The bins are transferred to the Recycling Garbage Room as they fill up and immediately prior to every second Tuesday (collection day).

6.4 Recycling bin room/s

Full recycle bins are placed into the pump room on the ground floor adjacent to the entry roller door

Empty recycle bins are stored in the room immediately on your right as you enter the garage.

6.5 Storage Facilities

Residents must not store their possessions in places in the building other than their apartments or their allocated storage rooms.

6.6 Cleaners' Rooms

Cleaners' rooms are not to be used for the storage of personal items. Leaving personal effects in these areas is not only untidy but presents problems with the management in respect of insurance and other administrative matters.

6.7 Storage Room

Please refer to Menkens By-Law 11.

Each apartment has a lockable storage room located on the Third Floor in a secure area. Entry to the secure area is by a KA3 or KA1 key. Each resident has a personal key to his or her storage room.

No items are to be stored on any other part 'of the common property as stated in the By-Laws. (See By-Laws and Sub-clause 11.0

7. GARAGE

7.1 Entry

The east door (on the left as you enter) is used to enter the garage by pressing the left side button on the remote control, single arrow.

7.2 Exit

The west door (on the left as you leave) is used to exit the garage and is opened by either pressing the right side button on the remote control, double arrow or by intersecting the sensor unit beam at the exit door.

Please note that the sensor unit for the exit door will not operate whilst the entry door is open. You must give way to the car entering the garage or activate the exit door by using your remote controller.

7.3 Care of Garage

Please keep your car space(s) in a neat and tidy state.

Be mindful of oil leaks on the concrete.

Unless by arrangement do not use a car space other than the car space allocated to your apartment

7.4 Car Washing Facilities

Car washing facilities are available in the north-eastern car spaces of the ground floor of the garage; to the left as you enter the garage.

Whilst these spaces belong to the commercial occupiers of the complex, they are usually available during the weekend.

Please confirm and be aware of any water restrictions prior to washing any vehicles.

Please ensure the area is left clean and tidy.

7.5 Unauthorised Storage

The garage is for parking of vehicles only. Furniture, equipment or materials of any kind should not be left or stored in the garage. Stored materials can harbour vermin and insects, hamper cleaning of the garage, create an untidy appearance and can be a fire hazard. However, a tidy locker is permitted and should not exceed 500 mm square and 2m high.

Any approved short-term storage should be approved by the Strata Committee and application should be made in writing to the Chairman for Committee approval, stating the details regarding type of items and the timing for storage

8. MOVING FURNITURE AND LARGE OBJECTS IN THE BUILDING

8.1 Protection Blankets for Elevator

Padded protection blankets must be used to ensure the elevator walls are not damaged. The three blankets are kept in the cleaner's room on the 5th Floor and are very easy to erect. It is the apartment occupier's responsibility to erect, remove and ensure the proper storage of the protection blankets when using the elevator to move large objects.

8.2 Elevator Key

Please **do not** hold open the elevator doors when moving objects into and out of them. The elevator controls become unsynchronised if the doors are held open and it may be necessary to contact KONE Elevator's maintenance (possibly incurring a call-out fee payable by the person mis-using the elevator) to restore it to working order.

8.3 Etiquette when Moving Objects in Building

If you have doubts about the use of the elevator please talk to a member of the Strata Committee. When moving a number of items please consider other users of the elevator. Do not tie up the elevator for extended periods.

Please note that the apartment owner will be liable for any damage caused to the elevator or building during the transportation process.

It is the responsibility of the apartment owner to ensure that debris left in the elevator or lobbies after transporting items is removed and cleaned up.

8.4 Renting or Selling

If an apartment owner rents or sells their unit it would be very much appreciated if the owner/seller could inform the new tenant or owner of the requirements when moving in or out of the building, especially when using the elevator.

We suggest you advise the selling/renting agent of these requirements. A member of the Strata Committee will assist when required.

9. USE OF GYMNASIUM

9.1 Guidelines

The following Guidelines for the use of the Menkens Apartments Gymnasium should be read in conjunction with the Menkens By-Laws (Gymnasium) and other By-Laws relating to the use of the Common Area and facilities.

9.2 Gymnasium Hours

The gymnasium may be used between the hours of 6.00 am and 10.00 pm. If no-one else is using the gym when you leave, please check that the machines and radio are turned off, close the doors and turn off the lights.

9.3 Authorised Use

The gymnasium is for the use of residents only. Visitors may not use the gymnasium without the express permission of the Chairman of the Strata Committee or Strata Committee Members. Children under the age of 14 are not permitted to use the gymnasium.

9.4 Resistance Equipment

The use of resistance equipment (both free weights and machines) is potentially dangerous. Lifting weights that are too heavy, or dropping of free weights, can cause injury. It is recommended that residents who do not have previous experience of gym use should not attempt to use this equipment unless they have advice from an experienced gym trainer.

9.5 Injury from Use of Gymnasium Equipment

The Owners' Corporation does not accept responsibility for any injury caused by use of the equipment, and the Strata Committee advises that residents use the gym at their own risk. Gym users should obtain a medical clearance before using the equipment.

9.6 Storage of Weights After Use

Return free and secure weights to their rack or normal place after use. Do not leave barbell/dumbbell plates lying on the carpet as they could cause a user to trip and suffer injury.

9.7 Treadmill

Read and follow all instructions prior to use. Turn OFF the Treadmill after use at the ON/OFF control. Set the speed controller to ZERO. Do not turn the machine off at the wall switch unless the above steps have been taken, as injury could result.

9.8 Clean Equipment After Use

Users are asked to provide themselves with a clean towel and ensure that any perspiration is wiped off all equipment used.

9.9 Consideration for Others

Users are requested to behave courteously to other users - e.g. by not hogging particular items of equipment, or playing the radio at loud volume whilst others are using the gym.

9.10 Suggestions for Improvement

Any resident wishing to make a suggestion regarding gymnasium equipment or use is invited to contact the Chairperson of the Strata Committee. The name of the current Chairperson can be obtained from contact details in Table 1 Contact Details above.

10. USE OF THE LAP POOL

10.1 Guidelines

The following Guidelines for the use of the Menkens Apartments Lap Pool should be read in conjunction with By-Laws (Swimming Pool and Sauna) relating to use of Common Areas and Facilities

10.2 Pool Hours

The pool may be used between the hours of 6.00 am and 10.00 pm. If no-one else is using the pool when you finish a swim any time, please turn off the underwater lights and replace the pool cover.

10.3 Authorised Use

The Lap Pool is for use of residents and their guests. Children under the age of 14 years must be accompanied and supervised by an adult.

10.4 Consideration for others

Please consider the right of others to the peaceful enjoyment of the pool. Boisterous or noisy behaviour will not be tolerated. Diving is not permitted and is very dangerous, as the pool is too shallow, bombing, running, ball games or other unsafe activities are not permitted.

10.5 Prohibited Goods and Materials

No food, drink, glasses, cutlery, bottles or any hardware are permitted within the pool enclosure.

10.6 Pool Cover

The pool is provided with a removable cover. Its purpose is to keep the water warm and hence reduce heating cost.

10.7 Pool Cover Use in Summer

During summer months the pool cover maybe left off during daylight hours. If the pool cover is on in the evening, you can remove it to have your swim, but please replace it when you finish swimming.

10.8 Pool Cover Use in Winter

During winter, the cover will be left on when the pool is not in use. If you remove it, please replace it immediately you complete your swim. During winter maximum benefit will be derived from the pool cover in containing heating costs, so your co-operation in replacing it will be appreciated. Remember, increases in operating costs inflate the levies paid by owners.

10.9 Reminder Sign for Pool Cover

A sign at the pool displays either "Please Replace Pool Cover" or "Please Leave Pool Cover Off", to prompt swimmers to obey this simple request. However, common sense applies and if the sign displays "Please Leave Pool Cover Off" at a time it should be on, please reverse the sign and replace the pool cover.

11. USE OF SAUNA

11.1 Guidelines

The following Guidelines for the use of the Menkens Apartments Sauna should be read in conjunction with By-Law 26 (Swimming Pool and Sauna) and other By-Laws relating to use of Common Areas and Facilities.

11.2 Sauna Hours

The Sauna may be used between the hours of 6.00 am and 10.00 pm. When you finish your sauna, please switch off the thermostat, turn the two control knobs to zero and switch off the lights. Leave the door open.

11.3 Sauna Operation

There are two knobs at the bottom of the Sauna:

Right Knob: This Knob sets the Sauna Temperature. Recommended Temperature is 80c. There is a Thermometer in the Sauna to the left of the door.

Left Knob: Starts the Sauna:

Step 1: Turn the switch, at the bottom left, clockwise about 1" (2.5cm) of movement at the pointer.

Step 2: Set the right hand switch (thermostat) to maximum, also clockwise.

Step 3: Add tap water to the rocks as the temperature increases, adjusting the thermostat, when necessary, to achieve 80c.

11.4 Additional Points

- (a) Use water sparingly on rocks;
- (b) Too much - too hot to breathe;
- (c) Too little - difficult to breathe;
- (d) Use fresh water from tap, empty bucket when finished;
- (e) Use towel in Sauna, sit and lean against towel;
- (f) Do not exercise immediately before, during or after your sauna. Do not eat 1 hour before your sauna;
- (g) Shower before your sauna, especially when coming out of the pool. The pool water contains chemicals which can damage seating;
- (h) Switch off sauna when finished and wipe down the seating, empty bucket; and
- (i) No food, drink, glasses, bottles, cutlery or hardware within the Pool enclosure.

12. ACTION IN THE EVENT OF FIRE EVACUATION ALARM

12.1 Smoke Detectors

Smoke Detectors, which are connected to the Emergency Warning and Intercommunication System (EWIS), are located throughout the common areas of the building.

Smoke Detectors in Apartments are **NOT** connected to the EWIS.

12.2 Fire Protection in Garage

A Wet Bulb Fire Protection System is installed in the Car Parking areas and at certain places on the outside of the building.

12.3 Operation of Fire Protection Systems

Once initiated, these systems will cause the EWIS to operate, which alerts the NSW Fire Brigade, sounds a strident tone throughout the building and eventually, a recorded voice which advises everybody to leave the building. These speakers are located in private as well as common areas.

Fire Extinguishers and Fire Hose Reels are located in each Lobby and throughout the Car Park and Fire Stairs. Instructions for their correct use are given on the next page.

12.4 Emergency Procedures to Be Followed by Residents

When the loud tone and/or the voice command is heard, **all** people in the building must make their way, via the nearest fire stair to the ground floor. They should muster adjacent to the front door (or back door if more appropriate) until the NSW fire brigade advises it is safe to re-enter.

Remember to take your apartment key with you and **do not use the elevator**.

12.5 Use of Fire Extinguishers

All Common Areas are equipped with portable Fire Extinguishers - Foam (Blue Colour) in the garage area for combustible liquid fires and Carbon Dioxide (Red with Black Band) in the garage and residential area for domestic and electrical fires.

Residents should familiarise themselves with Extinguisher locations, types and operating instructions.

Fire Equipment is serviced regularly, however any reduction in numbers of extinguishers or their condition should be immediately reported to the Executive Committee.

13. EMERGENCY: TURNING OFF GAS SUPPLY

13.1 Location of Gas Meters and Isolation Valves

The KA2 key provides access to the Water Meters Cupboard(s) in the lobby on each floor. There is one Gas Meter per Apartment and it registers the volumes of gas used for the kitchen, space heater outlet and BBQ outlet on the balcony ONLY.

As a general rule the meters are in the cupboard closest to each Apartment. Exceptions are:

- (a) Apartment 3 Meter & Valve are "located on Floor 2
- (b) Apartment 29 Meter & Valve are, together with Apartment 28, in the only Water Meters Cupboard on Floor 7.

The Gas Meter and Isolating Valve supplying the Pool Heater is in the Water Meters Cupboard on Floor 3

13.2 Turning Off Gas

To turn the gas OFF, the valve handle adjacent to the meter should be turned through 90c.

14. EMERGENCY: TURNING OFF WATER SUPPLY

14.1 Location of Water Meters and Isolation Valves

The KA2 key provides access to the Water Meters Cupboard(s) on each floor.

On Floors 6 & 7 the Water Meters Cupboard(s) are inside the Bin Room. Apartment 29's Water Meter is uniquely located in the Electrical Distribution Board Cupboard on Floor 7.

The Water Meter (1 per Apartment) registers COLD water supply ONLY to each Apartment.

14.2 Outside (Vandal Proof) Taps

There are 4 around the building:

- (a) 2 are supplied from the commercial area water supply (1 adjacent to the commercial entrance & 1 in the bund which houses the Post Office *AI* c's) and may be isolated by turning off the main supply in the Commercial Area Foyer - outside hours: key available from the Chairman;
- (b) 1 adjacent to Apartment 3's front door in Scott St. – Isolating valve in the carpark spaces of Apt. 18, behind the centre concrete pillar at ceiling level; and
- (c) 1 adjacent to the back door in Keightley St. - Isolating valve inside a ceiling manhole in the Grease Trap Room.

14.3 Turning Off Cold Water

To turn the COLD water OFF, either the inlet or outlet valves adjacent to the meter should be turned through 90c.

14.4 Turning Off Hot Water

HOT water supply to Apartments on the Western side (5, 6, 7, 10, 11, 12, 15, 16, 17, 20, 21, 22, 25, 26 & 27) is via a SUPPLY and RETURN valve to each Apartment and should be turned OFF when necessary by operating them BOTH. The HOT water piping is identified by the black polyurethane insulation. These Apartments have an additional isolating valve adjacent to the Meter, which is usually in the ceiling of the Main Bathroom.

HOT water isolating valves (and adjacent Meters) to Apartments 1, 2, 8, 9, & Gymnasium/Pool Showers are located in Water Meters Cupboard/s on Floors 1,2 & 3 respectively.

HOT water isolating valves (and adjacent Meters) to Apartments 3, 13, 14, 18, 19, 23, 24, 28 & 29 are located in each individual Apartment, usually in the ceiling of the Main Bathroom, however there are variations in locations.

HOT and COLD water supply to 'Cleaner Rooms' are supplied from adjacent Water Meters Cupboards.

14.4 Energy Costs for Hot Water for Apartments

All apartments, the shower rooms at the pool and the cleaners' rooms are serviced by a centralised" hot water system. The gas accounts for hot water are calculated for each apartment and the common facilities by reading each water meter, then converting the individual usages into mega joules by application of a common factor. The common factor represents the amount of gas required to heat each litre of water, expressed as mega joules of gas per litre of water. It is derived

by taking a reading from the master water meter and the master gas meter, then the total gas consumed is divided by the total water consumed.