

RIVERGARDEN CONDOS

**79 Whiteman Street
Southbank, Victoria 3006**

Apartment Manual

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1. Introduction

This manual provides you (the occupier) with important information about your apartment. Details are included for the connection of your apartment to various utilities to ensure continued supply, emergency numbers and details of colours and tiles etc.

Important information has been provided in the relevant sections on the operation of the various appliances. The operating instructions for each appliance are also provided in Appendix B.

PLEASE NOTE: Your apartment, the car park and the public areas of the apartment buildings are fitted with automatic fire sprinklers. It is very important that sprinkler heads are protected from damage. Do not hang anything from a sprinkler head. A broken sprinkler head could cause considerable water damage to your apartment and the Fire Brigade will be automatically called. The Fire Brigade may charge for unnecessary attendance. Current charges are \$353.00 every 15 minutes for each truck called out of the Fire Station.

2. Contact Numbers

For all enquires during normal business hours please contact Central Equity Ltd on:

Telephone: 9278 8851
Facsimile: 9278 8852

FOR AFTER HOURS EMERGENCY ONLY

If you experience a maintenance problem in your apartment which requires urgent attention please contact one of the numbers listed below. Please note that these numbers are for emergency, out of hours attendance only. If a matter is dealt with out of hours and found to be not an emergency then an emergency call out charge may apply.

Plumber - Hot and cold water, sewer and stormwater drainage

Phoenix Plumbing Pty Ltd
Telephone: (03) 5275 0077
Facsimile: (03) 5275 0673
After Hours: (03) 5275 0077

Electrician - Power supply, Power outlets, switches, light fittings and heater

*** PLEASE CHECK YOUR CIRCUIT BREAKERS FIRST**

Acton Electrical Pty Ltd
Telephone: (03) 9544 8787
Facsimile: (03) 9544 5601
After Hours: 0418 336 340

Mechanical - Ventilation system and Airconditioning

AE Smith Pty Ltd
Telephone: (03) 9271 1982
Facsimile: (03) 9271 1990
After Hours: (03) 9483 3937

Locksmith - Apartment entry door keys

Detail Hardware Pty Ltd
Telephone: (03) 5221 4133
Facsimile: (03) 5229 4633
After Hours Safeguard Locksmiths P/L 1800 800 000

3. On Entry Check List

3.1 Telephone

Contact Telstra to arrange connection of telephone and supply of handset if required.

Telstra -Telephone: 13 2200

3.2 Electricity

Contact CitiPower and provide details required for updating of records and billing of electricity to your apartment.

CitiPower -Telephone: 13 1260

To turn power on in your apartment, make sure that all circuit breakers and the main switch are in the on or in the up position. The switchboard is located either in the entry area of your apartment or in the passage way to the bedroom.

3.3 Gas

Gas is supplied to the cook top only. There is no need to make billing arrangements, as this charge will be covered in Body Corporate charges.

3.4 Cold Water

Contact South East Water and provide details required for updating of records and billing of cold water to your apartment.

South East Water - Telephone: 13 1851

3.5 Hot Water

Contact Energy 21 and provide details required for updating of records and billing of hot water to your apartment.

Energy 21 - Telephone: 13 2972

4. Security

4.1 Video Intercom / Access System

Your apartment is fitted with an intercom system. This system allows remote opening of the Front Entry Door. The handset is located on the wall near the kitchen. You can tune your in your television to view the front entry door. Select Channel '0' on a UHF equipped television and tune to provide the best picture. The vision will only last until the door release button is activated. Further instructions are included in Appendix B of this manual.

Operation

Visitors requiring access to the building use the panel at the external column to call your apartment by keying in your apartment number and pressing the bell symbol. A call tone will be heard in your apartment.

Pickup the handset for two-way communication with the visitor. No other buttons need to be pressed at either end for communication.

The button with the key symbol can be pressed to release the entry door and the handset can be replaced.

Once given access by you the visitor will have a limited time to enter the building and the lift. When inside the lift the visitor will only be able to access the floor you live on.

4.2 Access

Vehicle Access

The carpark is entered via Whiteman Street. Your allocated carpark is indicated by the apartments number painted on the floor. The carpark door is automatically opened using the remote control. One remote control is supplied for each car space.

Pedestrian Access

Pedestrian access for your apartment is via the main entry in Whiteman Street.

| Key | Number | Access to |
|--|----------------|---|
| Front entry access proximity reader (electronic key tag) | 2 | Building front entry door Level 3 door to Podium (swimming pool and tennis court area) Pedestrian access off Whiteman Street. Carpark access doors to tower. |
| Apartment Key | 2 | Your apartment entry door |
| Mail Box | 2 | Your mail box |
| Balcony Door | 2 | Balcony door locks (where fitted) |
| Windows | 2 | Window locks (where fitted) |
| Car Park Remote Control | 1 per car park | Opens car park door |

5. Electricity

Electricity is individually metered to your apartment. Supply is provided via the switchboard located within your apartment. The board is fitted with circuit breakers to each electrical circuit. These may trip out if a fault develops in an electrical appliance.

If a trip should occur, the appliance should be isolated from the power outlet and the circuit breaker turned to the 'on' (up) position. Push the reset button on the safety switch. If the circuit breaker still trips out then an electrician should be called.

6. Appliances - Warranties refer to Appendix B

6.1 Rangehood

Your kitchen is fitted with a Whirlpool Rangehood above the cook top. The operating instructions are included in Appendix B of this manual. The rangehood is fitted with a "Metal grease filter".

To ensure correct operation of the rangehood:

- The aluminium filter must be cleaned at least once a month with soapy water or in a dishwasher;
- Check mountings for vibrations monthly;
- The Rangehood is an exhausting model and is ducted outside;

6.2 Cook Top

The cook top supplied with your apartment is a Whirlpool gas cook top with flame failure device. Gas will only be supplied when the flame is lit. The operating and maintenance instructions are included in Appendix B of this manual.

6.3 Oven

The oven supplied with your apartment is a Whirlpool underbench oven. The operating and maintenance instructions are included in Appendix B of this manual.

Please note that the programmer knob must point to the hand  symbol for manual operation.

6.4 Clothes Dryer

In order for the clothes dryer and power points to function both the bathroom light switches must be turned on, this will also activate the exhaust fan. The fan will run on for approximately 10 minutes after turning the light switch off. This is to ensure moisture is extracted from the room when the tumble dryer is in operation.

The clothes dryer supplied with your apartment is a Hoover 3.5 kg tumble dryer. The operating instructions are included in Appendix B of this manual.

To ensure correct operation of the clothes dryer:

- Inspect and clean lint filter after each use;
- Check for excessive vibration;
- Do not overload the dryer;

6.5 Heater (where installed)

The heater supplied with your apartment is an electric space heater. The operation details are included in Appendix B of this manual.

TO REDUCE THE RISK OF FIRE, DO NOT PLACE FURNITURE DIRECTLY IN FRONT OF THE HEATER.

6.6 Dishwasher (where installed)

The dishwasher, if installed as a purchaser option, is a Simpson dishwasher. To ensure correct operation of the dishwasher, refer to the operating instructions which are included in Appendix B of this manual.

7. Ventilation System

7.1 Toilet / Bathroom Exhaust System

The bathroom and en-suite (if applicable) and toilet of your apartment are mechanically ventilated by an extraction fan mounted in the ceiling space or wardrobe ceiling. This fan is activated when the main light in these rooms is switched on. After vacating the room, turn the light switch *off*. The fan will remain *on* for approximately 10 minutes to clear any excess moisture and then switch *off* automatically. Please note that when a light is turned on in either the bathroom or en-suite the fan will run and ventilate each of these rooms.

To ensure correct operation of the exhaust system:

- Check air inlets for obstructions at all times;
- Check for correct operation and noise monthly;

7.3 Rangehood

Ventilation for the rangehood is activated when the fan in the rangehood is switched on. The expelled air is taken out of the apartment by ducts in the ceiling space. These are not the same ducts as used by the bathroom exhaust system.

A variable speed slide switch and light switch is located in the right hand arm of the slide out section of the rangehood, this is accessed from underneath.

8. Airconditioning

8.1 Airconditioning System (where installed)

The airconditioning system is a Kelvinator split system with the condenser located on the balcony.

A remote control is supplied with the system.

The operating instructions are included in Appendix B of this manual.

9. Hot Water System

9.1 System Explanation

The hot water supplied to your apartment is provided by a centralised ~~gas~~ ~~fired~~ system. The hot water is constantly recirculated throughout the buildings to ensure that waiting time for hot water is kept to a minimum.

The hot water supply is provided by Energy 21. You will be billed for the quantity of hot water used in your apartment. The hot water meter is located in the corridor service cupboard. Refer to the layout plans in Appendix C. Meters have been set up for electronic remote metering.

9.2 Hot water supply in Occupier's name

Contact Energy 21 and provide details required for updating of records and billing of hot water to your apartment.

Energy 21 - Telephone: 13 2972

9.3 Location of stop valve

If you wish to stop the supply of hot water to your apartment for any reason, this can be achieved by turning off the stop valve. The stop valve is located in the corridor service cupboard as noted on the layout plan in Appendix C.

9.4 Tempering valves

A tempering valve has been installed in your apartment in line with current building regulations. The hot water supplied to the bathroom and ensuite taps is preset to 50 degrees Celsius. The tempering valve, which mixes cold water to the hot, is located in the back of the wardrobe behind an access door. The valve should not require occupier maintenance and any problems associated with the hot water supply should be checked by a registered plumber. The contact numbers are in the front of this manual.

10. Cold Water

10.1 Location of Stop Valve and Water Meter

The water meters and stop valves for the cold water supply are located in the corridor service cupboard on your apartment floor. Layout diagrams are included in Appendix C. Each stop valve is labelled with the appropriate apartment number.

It is recommended that you familiarise yourself with the location of the stop valve for your apartment.

11. Fire Protection

11.1 Fire Alarm System

A fire alarm can be activated by one of the following:

- Any sprinkler head activation in all Apartments and Public areas;
- A lift lobby / corridor smoke detector activation;

Activation of a fire alarm signal will cause the Fire Brigade to be called automatically.

Evacuation Procedure

In the event of a fire alarm, a warning alarm tone will sound from the speaker located in the lift lobby area. This will be followed by a louder and higher pitched tone after 2 - 3 minutes. This second tone is an evacuation signal.

On hearing the warning tone you should alert all occupiers in your apartment, turn off all gas or electrical appliances and prepare to leave the apartment. As soon as you are ready to leave and no later than when the evacuation tone sounds you should leave your apartment and exit the building via the fire stairs. The lifts must not be used to get out of the building as they may malfunction during a fire.

YOU ARE ADVISED TO FAMILIARISE YOUSELF WITH EMERGENCY EXITS.

The evacuation system will be tested periodically. A voice warning will be given over the speaker prior to this taking place. The test will be carried out every 3 months as required by regulations.

11.2 Sprinklers

Your apartment is provided with an automatic fire sprinkler system. In the event of a fire near a sprinkler head, heat generated by the fire will cause the sprinkler to activate.

If a sprinkler is activated, a fire alarm will also be raised and the Fire Brigade will be called automatically.

The fire sprinkler system is under constant water pressure. Pumps are also provided to maintain this pressure during a fire.

Sprinkler heads must be protected from damage. Do not hang anything from a sprinkler head not even Christmas decorations. A broken sprinkler head could cause considerable water damage to your apartment. It will also mean that the Fire Brigade will attend. The Fire Brigade may charge for unnecessary attendance.

11.3 Apartment Smoke Detectors

Your apartment is fitted with smoke detectors. These are internal to your apartment only and if activated will not cause a general fire alarm. Each runs off the mains electrical supply and is also fitted with a battery backup. It is important to replace the backup battery as per the manufacturers instructions in Appendix B.

The Fire Brigade's "rule of thumb" is that when you change your clocks for daylight savings also change the back-up batteries of the smoke detector.

11.4 Hose Reels / Fire Extinguishers

Fire Hose Reels and Fire Extinguishers are located in cupboards in corridors and exposed on walls in the carparks. These cupboards are clearly labelled and you should become familiar with these locations. See attached plans in Appendix C for locations of fire hose reels and fire extinguishers.

Hose reels should therefore only be used in the case of an emergency and not for washing cars etc..

11.5 Fire Hydrants

Fire Hydrants are located in stairwells and in other public areas. These are for Fire Brigade use only and **under no circumstances should be used**.

Activation or use of any Fire Hydrants will cause the Fire Brigade to be called.

11.6 Fire Doors

Fire escape doors are clearly marked and must not be held open or obstructed in any way. Fire doors have alarms which will activate if the door is held open.

12. Light Globes

Your light fittings are fitted with light globes of an appropriate wattage rating for that fitting. Signage inside the fitting states the maximum rating for that particular fitting.

It is important that the maximum wattage ratings are not exceeded otherwise overheating of the fitting may occur.

13. Colour Scheme

13.1 Paint

Please refer to the attached schedules for paint colours and type matching your colour scheme.

13.2 Tiles

The types of tiles installed in your apartment are noted in Appendix A.

13.3 Carpet

Type & Colour

The carpet installed in your apartment is listed in Appendix A

Maintenance

Please refer to the carpet care instruction in Appendix D.

14. Garbage Disposal

A garbage disposal chute has been installed in this building. The access doors are located from Level 1 to Level 20 in the Service Room located inside Stair 1, which is accessed from the Lift Lobby.

Garbage from all other apartments should be deposited in the bins in the garbage room which is accessed from the carpark entry ramp on Ground Floor.

WARNING

All garbage placed in the garbage chute must be fully concealed in bags and heavy items such as glass bottles should not be disposed of in the garbage chute.

15. Pay TV Outlet

A Pay TV outlet has been installed in each apartment adjacent to the Free to air TV outlet. This is generally located in the Living Room.

The Body Corporate will advise which Pay TV company has been contracted to provide services to the building and how to arrange to have the service connected.

16. APPENDIX A

FITTINGS SCHEDULE

TILING

Kitchen

| | |
|-------|---|
| Floor | Johnson Connections White 200mm x 200mm |
| Wall | Johnson Waringa Ultra White Gloss 100mm x 200mm |
| Trim | Listello Chrome 200mm x 10mm |

Bathroom / Ensuite

| | |
|-------|---|
| Floor | Johnson Connections White 200mm x 200mm |
| Wall | Johnson Waringa Ultra White Gloss 100mm x 200mm |

JOINERY

Kitchen

| | |
|----------------|---|
| Benchtop | Laminate - Wilsonart 'Designer White' laminate or; Granite - 'Absolute Nero Zimbabwe' Black (Purchaser Option) or; Granite - 'Verde Maritaka' Green (Purchaser Option). |
| Cupboard Front | Panelart - 'Designer White' matt finish or; Formex - Woodgrain 'Cherry Finish' (Purchaser Option) or; Formex - Toorak 2000 'Gloss White Finish' (Purchaser Option). |
| Toe Recess | To match door |

Bathroom, En-Suite

| | |
|-------------|---------------------------------------|
| Vanity Unit | Parbury Building Products vanity unit |
|-------------|---------------------------------------|

Built-In / Walk-In

| | |
|--------|---|
| Robes | Sliding doors with mirror front and powder coated aluminium frame and shelf with hanging rail below |
| Colour | Sliding door frame colour: White |

CARPET

Colour

| |
|--|
| PEARL (Beige) |
| Invicta "Commercial CDS" heavy duty residential nylon carpet or; |
| JADE (Green) |
| Invicta "Commercial CDS" heavy duty residential nylon carpet or; |
| OPAL (Blue / Grey) |
| Victoria Carpet Company heavy duty residential polypropylene. |

| | |
|----------|---|
| Underlay | BRIDGESTONE "Ochre" extra heavy duty rubber sponge underlay. Code 744020 |
|----------|---|

WINDOW COVERINGS

Colour

| |
|--|
| "Opaline" 2000 Satin White - Slimline venetian provided to all glass doors and windows |
|--|

PAINT

Ceilings & Cornices: Colour: to match BRISTOL Bristol White (Flat to Living, Bedroom & Kitchen. Low sheen to wet areas)

Walls: Colour: to match BRISTOL Bristol White (Flat to Living, Bedroom & Kitchen. Low sheen to wet areas)

Woodwork & Doors: Colour: to match BRISTOL Bristol White (Semi Gloss)

17. APPENDIX B

APPLIANCE INSTRUCTIONS

- Cooktop
- Oven
- Rangehood
- Tumble Dryer
- Heater (where installed)
- Dishwasher (where installed)
- Smoke Detector
- Airconditioning (where installed)
- Video intercom operating instructions
- Door closer warranty