

# DeeWhy Grand



## **New Owner Essential Moving In Information**

**Please Read and Comply  
with all aspects of the  
information attached**

**Any questions, please contact:**

**Michael McCullagh  
Facilities Manager  
Telephone 02 9982 7180  
or [Michael@manage-meant.com.au](mailto:Michael@manage-meant.com.au)**

# DeeWhyGrand



**Welcome** to Dee Why Grand.

**Manage Meant Pty Ltd** is pleased to introduce ourselves as the building managers for the Dee Why Grand. Manage Meant will deliver a customised service to the unique requirements for the residents, guests and tenants of the Dee Why Grand. Our staff and all contractors have specific service experience, excellent presentation standards and conduct themselves in a courteous and professional manner.

Manage Meant offers a fully integrated 24 hour per day service to you, ensuring the administration, maintenance and functioning of Dee Why Grand is efficient in service and cost. We will ensure your apartments and investments have common areas maintained to a superior standard. We offer an onsite full time Senior Building Manager, Building Manager and fully qualified mechanical technician.

## **Senior Building Manager:**

Michael McCullagh is a professional building manager with 17 years experience in building and facilities management on a variety of properties Australia wide. With over 14 years with the Mirvac Group, he has managed numerous deluxe apartment complexes including Quay Grand Sydney, Sea Temple Palm Cove and most recently Quay West Resort Magenta Shores on the New South Wales Central Coast.

## **Building Manager:**

Adam Glover is a licensed Builder with experience in building handovers and facilities management on a variety of Sydney properties. After completing his apprenticeship, Adam spent 8 years as a Project Manager for a leading commercial joinery company. For the past 10 years he has been the Managing Director of AG's Carpentry and Joinery specialising in luxury apartment renovations.

## **Contact Details**

**Office No:** 02 9982 7180

**Mobile:** Michael – 0400 626 425  
Adam – 0407 721 007

**Email:** [Michael@manage-meant.com.au](mailto:Michael@manage-meant.com.au)

or

[Adam.glover@manage-meant.com.au](mailto:Adam.glover@manage-meant.com.au)

# DeeWhy Grand



## Resident Moving In

Please complete this form and return to Dee Why Grand Building Management via [Michael@manage-meant.com.au](mailto:Michael@manage-meant.com.au) or phone 02 9982 7180

### General Details

Building Number: .....

Apartment Number: .....

Name: .....

Contact Phone Number: .....

Date of Move In: .....

Start Time: ..... Finish Time: .....

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### Removalist Details

Name of Removalist Company: .....

Contact Number: .....

Truck Size: .....

Maximum Heights: Residential Car Park – 2.1 metres



# DeeWhy Grand



## **Residential Information Pack**

Welcome to Dee Why Grand, please find attached important information regarding the facilities within the complex, key contact information and guidelines on the Policy and Procedures.

We ask that you take the time to review this information and keep it in an easily accessible place for reference in the future.

As Facility Management, we are here to help ensure the smooth and efficient management of the common property, plant, machinery and shared assets of Dee Why Grand.

## 1.0 Facility Management

### 1.1 Contacts:

Facility Manager Residential: Michael McCullagh  
Email: [Michael@manage-meant.com.au](mailto:Michael@manage-meant.com.au)  
Mobile: 0400 626 425  
Phone: 02 9982 7180

Facility Manager Shared Facilities: Adam Glover  
Email: [adam.glover@manage-meant.com.au](mailto:adam.glover@manage-meant.com.au)  
Mobile: 0407 721 007  
Phone: 02 9982 7180

### 1.2 Office Hours

The Facility Managers Office will be open Monday to Friday 8.00am to 4.00pm.

### 1.3 After Hours

Out of hours calls should be restricted for emergencies only.

Detailed in the **4.0 Emergency Procedures**, is a comprehensive list of all local emergency services.

## 2.0 Emergency Procedures

### 2.1 Emergency Contacts

Police , Fire, Ambulance	000
Facility Manager	02 9982 7180
Dee Why Police	02 9971 3399
Dee Why Fire Brigade	02 9982 3229
Mona Vale Hospital	02 9998 0333
Manly Hospital	02 9976 9611
Energy Australia	131 535
Sydney Water	132 090

### 2.2 Accidents

Should an accident or injury occur to a resident or guest on the common property and emergency services are required, please contact them immediately, ensure the injured party is made as comfortable as possible.

Once the injured party has been treated, please advise the Facility Manager as soon as possible.

Should you notice on common property a possible hazard that could result in an accident or injury, please contact the Facility Manager as soon as possible.

### 2.3 Fire

In the case of a fire **call 000**

All fire exit corridors, passageways and entrance/ exits are to be kept clear and unobstructed at all times.

In the event of a fire alarm the following will occur.

A warning alert will be sounded – beep, beep, beep.

If the alert is in office hours, Facility Management will investigate the alert. Through the Public Address system you will be advised that either it is a False Alarm and no further action is required or that a risk has been identified and you are to Evacuate the building.

If Evacuation is required you will here the sound – whop, whoop, whoop.

If the alert is out of office hours, you will be instructed via the Public Address system and the NSW Fire Brigade.

Please obey all instruction in order to ensure the safety of all residents and guests.

## 2.4 Police Assistance

If you require emergency Police Assistance please **dial 000**

If it is a non emergency situation Dee Why Police can be contacted on 9971 3399.

## 3.0 Dee Why Grand Shopping Centre

### 3.1 Centre Opening Hours

Monday to Sunday 6am to midnight

### 3.2 Major Trading Hours

Coles 7 days 6am to midnight

Harris Farm Monday to Wednesday 7am to 8pm

Thursday 7am to 9pm

Friday to Sunday 7am to 7pm

Bayfield Liquor Monday to Saturday 9am to 10pm

Sunday and Public Holiday 10am to 9pm

## 4.0 Dee Why Hotel

Located on the corner of Pittwater Road, The Dee Why Hotel offering a vast variety of beverages and quality food.

Monday to Saturday 9am to late (3am)

Sunday 10am to late (3am)

## **5.0 Health Club – Gymnasium/ Swimming Pool**

### **5.1 Who Can Use the Facility**

Owners, occupiers of the Residential and Commercial apartments/ offices have exclusive use of the swimming pool and gymnasium facility.

Guests of owners and occupiers are permitted use as long as they are accompanied by the owner or occupier.

Hours of Operation - 7.00am to 9.00pm

7 Days per Week

### **5.2 Conditions of Use**

Children under 12 must be accompanied by a responsible adult at all times.

Glass (e.g. drinking glasses) are not permitted in the area.

Alcoholic beverages are not permitted at any time.

You must be adequately clothed whilst using the swimming pool and gymnasium area.

You must not make noise or behave in a manner that may interfere with the use and enjoyment by another Owner or Occupier.

## **6.0 Residential Car Park**

### **6.1 Summary**

The car park within Dee Why Grand is divided into three distinct areas –

Basement 1 –	Retail Bottleshop
Basement 2 -	Retail Commercial
Basement 3 -	Residential Commercial

### **6.2 Visitor Car Parking**

Visitor car parking is available on basement 3 to genuine Owner and Occupier visitors.

## **7.0 Waste Management**

### **7.1 Overview**

Owners and Occupiers are required to place all household waste in the appropriate bins provided in the Rubbish Rooms within Basement 3.

There will be 3 separate bins available

1. Household Waste – food scraps etc
2. Glass, Plastic – bottles
3. Paper, Cardboard

Any other waste such as household appliances, furniture etc are not permitted at any time.

The nearest Waste Management Centre is –

Kimbriki Waste Management Centre  
Kimbriki Road, off Mona Vale Road  
Ingleside/ Terrey Hills  
Phone: 02 9486 3512

Belrose Waste Management Centre  
Crozier Road  
Belrose  
Phone: 1300 651 116

On a regular basis, Facilities Management will transport all bins to Loading Dock for collection and return bins to Basement 3.

At no time can any waste be placed/ stored within common property.

## **8.0 Public Transport**

### **8.1 Bus Services**

Sydney city bus services are available on Pittwater Road offering a variety of routes. For more specific information please visit, [www.sydneybus.info](http://www.sydneybus.info) detailing timetables and routes.

### **8.2 Taxi**

Taxis are available on Howard Avenue and Pittwater Road taxi rank.

## **9.0 General Repairs and Maintenance**

The Facilities Management team are responsible for the general repairs and maintenance including cleaning of all common property areas, which include hallways, lifts, gardens, swimming pool, gymnasium etc.

As the Owner or Occupier, you have sole responsibility for maintenance, repair and cleaning of your particular lot. If you require assistance in local trades such as plumber, electrician etc, please do not hesitate to contact the Facility Manager who would be more than happy to provide contact details in order for you to organise an appropriate time for the trades person to visit.