



THE  
PACIFICA

MOVING IN  
PROCEDURE

The Pacifica Building Management team have reviewed and interviewed local moving providers and have identified two professional moving specialist companies as preferred partners. Both have strong credentials and are well suited based on size and capability to facilitate and assist with the process of moving into The Pacifica building.

Our moving in partners are:

- NZ Van Lines - <https://nzvanlines.co.nz/>
- World Moving & Storage - <https://www.worldmoving.co.nz/>

These two companies have visited The Pacifica to gain relevant site information and understand the logistics required for the building along with the processes required for moving in new residents. In order to make the moving in process easier for you we will provide some preliminary block booking of times / dates with these providers for residents to use.

New residents are free to engage one of our recommended moving partners or to engage their own independent companies to assist in their move.

We will be working with all parties to try and ensure a smooth and speedy process for moving into The Pacifica.

For all parties, below is important information you need to understand with this process.

#### Date / Time

- Independent time slots will be made available on the customer portal once settlement is completed.

#### Resident

- The owner or resident must be present to manage the removalist at all times and act as a contact point to facilitate the move and ensure procedures are adhered to for the safety and security of the buildings.

#### Booking Time Slots

- This will be available on the Customer Portal upon settlement completion or managed directly via our nominated moving partners.
- General times are between 8am and 6pm Mon – Sat and are subject to availability.
- **You are booking space for the loading bay and use of the goods lift.** It is expected all corridor spaces will be cleared no later than one hour past the move in window.
- Time Windows are based on unit size and location.

- Once your time expires you may be asked to move on to allow for the next booked resident. Additional times to complete unloading will need to be coordinated with the Building Manager in conjunction with unallocated time slots.
- The following is the time allowed based on unit and location.

Apartment Type	Move In (Hrs)
1 Bedroom	2 hrs
2 Bedroom	2.5 hrs
3 Bedroom	3 hrs

- We strongly recommend two teams one at ground level and one at floor level to move possessions onto and from the goods lift.
- Sign in with Security or Concierge upon arrival. A lift key will be signed for that will allow you to control the goods lift and keep the doors open on the ground level and unloading level as required.

### Street Access

- Access is via the laneway on Gore Street.



### Laneway Restrictions

- Only one moving vehicle (Truck / Van / Car) at any time.
- Additional resident vehicles may not be parked in the laneway or loading dock. (Normal Valet parking for residents with parking spaces will be in service).
- No parking of delivery vehicles in the laneway. Delivery trucks will need to drive into or pull in and reverse into the loading bay area.

- Please see Laneway dimensions to understand the vehicle and loading bay restrictions

#### Laneway Dimensions and Information

- Max clearance height: 3.80M
- Max clearance width: 2.88M
- Max Suggested Vehicle Length: 8.00M Approx (Note tight turning / reversing radius)
- Lowered tailgate capability is strongly recommended (There is no raised loading dock).

#### Moving Company:

- No moving equipment provisioned onsite. Pallet Jacks, Sack Barrows, Trolleys etc must be supplied by the owner/moving company.
- Floor and corner protection required to safeguard corridor surfaces is required.
- We strongly recommend two teams one at ground level and one at floor level to move possessions onto and from the goods lift within the allotted time.

#### Lift Dimensions

The primary lift for moving into your residence is the goods lift. (Passenger lift two may be accessible for short periods. Please check with the Building Manager)

- Good Lift Dimensions:
  - Entrance 1100W \* 2100H
  - Car Enclosure 1430W \* 2150D \* 2700H
  - Max Load 1350Kg
- Passenger Lift if available
  - Entrance 1100W \* 2100H
  - Car Enclosure 1750W \* 1750D \* 2700H
  - Max Load 1350Kg

#### Rubbish and Packing Materials

- Rubbish and packing materials are to be removed from site by your moving company or removal company.
- Boxes should be stored in apartments until collection by your removal company.
- Laneway, loading bay, lifts and corridors must be clear, clean, and empty at the end of the designated move in time slot.

#### Security

- On Site security will have resident sign for a lift key that will allow you to control the goods lift and keep the doors open on the ground level and unloading level as required.
- Please advise if you would like to book additional security to oversee your move-in process.

### **Moving Insurance**

- Although most generic contents insurance policies provide cover for your belongings while they're in transit, the level of cover can be quite limited. We recommend you check any existing policies, and any policy requirements. Specialist Moving insurance may exist with your removal company or through your normal insurance channels. Our moving partners both offer specialist moving insurance.

### **Damages**

- Property damages and cost in rubbish removal will be charged back to the resident

### **Moving Under Covid Restrictions**

- Level 1>: No known restrictions
- Level 2: Limit Moving Party to 10 people or less. Practice social distancing
- Level 3<: We will advise accordingly based on the Covid level at the time