

Cracknell & Lonergan

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Management Plan for Boarding House 187-191 Parramatta Rd, Camperdown

The proposed boarding house is to be managed and looked after by a manager who will be employed by the owner of the business and will attend to the boarding house, daily. They will reside in the building.

Manager Duties

The manager will be at the premises daily in his or her office. The managers daily duties will involve: cleaning the indoor and outdoor areas of the site, collecting and organizing garbage, disposal for the Private Contractor twice weekly garbage pick up services, and dealing with issues that any of the boarders may have. He or she will also deal with any neighbour's complaints or problems.

A sign clearly visible to the public, near the front entry door, will have the manager's name and details. Should a neighbour, or a person from the public, need to contact the manager for emergencies or require him or her to deal with any problems or complaints, the contact details will be made available on the sign.

House Rules

A sign in each room of the boarding house, and in the communal living area, will list the following:

- use of illicit drugs are prohibited;
- consumption of alcohol is prohibited;
- smoking inside the building is prohibited;
- no anti-social behaviour;
- noise is to be kept to a minimum;
- when leaving or entering the premises, noise outside is to be kept to a minimum;
- when using the outdoor areas noise is to be kept to a minimum;

- use of stereos or loud radios or musical instruments after 8.00pm or before 8.00am is prohibited;
- the holding of parties without the permission of management is prohibited;
- disposal of furniture or any large items which cannot be disposed of by normal rubbish pick will be disposed of by a private contractor at the boarder's expense organized by Management. Under no circumstance is any rubbish or large items to be left on the street or the premises without the permission of the manager;
- the boarder is responsible for maintaining his/ her room in a clean and orderly manner;
- the boarder is to ensure that all lights are turned off when he is not in the room.
- the boarder is to ensure the entry door to his or her room is locked shut when not in the room at all times;
- when a boarder uses the communal area it is his or her responsibility to clean the area after it is used;
- guests to the boarding house will not be allowed to stay past 8pm;
- any complaints or problems the manager is available to resolve them (his or her contact details will be made available on the sign);
- any items of furniture damaged by the boarders will be replaced or made good at the boarders expense;
- any non-compliance of the house rules may result in the boarder given notice to vacate;

Disabled Access and Facilities

Disabled access and facilities have been provided in the boarding house so that they are accessible and usable with facilities for people with disabilities if the demand exists.

Maintenance of Common Areas

The boarders are expected to clean up after themselves and keep the common areas in a clean and orderly manner. The manager will be responsible for maintaining the common areas in a clean and orderly manner. He or she will also be responsible for the arrangement of cleaning of the boarding rooms when a Boarder vacates.

Management will also arrange for the cleaning of each room, on a weekly basis. This will include the changing and cleaning of bed linen and the cleaning of ensuites and vacuuming of rooms.

Fire Safety

The manager will ensure fire safety provisions are maintained in good working order; that is, the smoke alarms, evacuation lighting, fire exit signs, fire extinguishers etc. A fire safety schedule is to be displayed in a prominent position, within the building at the entry.

A sign will also be clearly visible, located on the inside of each door to the rooms, explaining fire evacuation procedures and the nearest exit. The exits will also have signs clearly indicating their locations.

The fire safety items are to be checked and maintained by a Fire Safety Company engaged by the manager.

Operational Procedures

A roster system will be supplied to the boarders to use the laundry, kitchen and communal areas. The roster system will be organised by the manager and schedule will be made available to each boarder and displayed in the communal area.

Rubbish Disposal

The rubbish is to be collected and organized, from the bin room on each floor, by the manager. He or she will be responsible for organizing bi-weekly rubbish collection, by a private contractor.

Security

The boarders are to have their own room keys, and a key to the security entrance. The keys are not to be lent out to visitors or guests. All guests/visitors are to be signed in with the onsite Manager. Any incident of abuse, assault or anti-social behaviour is to be immediately reported to the onsite manager who will call the appropriate authorities if needed.

Council

The premises will be registered with council as a place of shared accommodation annually. Should council wish to inspect the premises, an allowance of 2 weeks notice will be given to the manager or owner.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'P. Lonergan', written in a cursive style.

Peter Lonergan
Cracknell Lonergan Architects Pty Limited

