

Creating Spaces for People



Welcome to Above Your Space Billens Spaces for People



We have put together this booklet to help you familiarise yourself with the facilities

HOW YOU CONTACT US

If you need to contact us for any reason relating to your tenancy, please phone or email us on 977-4986 or property@kpistockman.co.nz

HOW WE CONTACT YOU

We like to keep our tenants updated with any changes or relevant information, therefore please keep us updated with the contact details of who is in your Suite, all relevant email addresses and phone numbers would be appreciated. These details can be emailed to property@kpistockman.co.nz

NEW TENANT INDUCTION

During the first few weeks of your tenancy we will carry out a new tenant induction which will cover most of the items mentioned in this booklet. Please pass on all relevant information to your staff or contractors.

HAZARD REGISTER

A copy of the Hazard Register for the common areas in the building will be provided and discussed during the induction. A copy is also available on the website tenant login portal.

FIRST AID

There is a first aid kit under the kitchen sink in each kitchen.

WET FLOOR SIGNS

Please put the wet floor signs out as and when required and wipe up any spills. These signs are beside the photocopiers on each level.

SMOKING

There is no smoking permitted anywhere in the building.

WEBSITE TENANT LOGIN PORTAL

The website for the tenant login portal is www.aboveyourspace.co.nz , log in user name is billens & password is billens.

The tenant portal has relevant building information including the booking system for the meeting rooms and how to use the Sharp technology equipment.

BOOKING THE CONFERENCE OR A MEETING ROOM

The rooms have been named as follows:

- Meeting Rooms (Level 1) – Hollander Room & England Room
- Conference Room (Level 2) – Stockman Room

If you would like to book one of the above rooms please use the website tenant login. If your plans change and you no longer require the booked room please remember to unbook it.

CONFERENCE ROOM LIGHTS

The lights in the conference room can be adjusted using the dimmer switch.

SIGNWRITING

The Directory Boards will have your business name displayed in white writing, please note this is the name only and not the logo.

Your business logo will be placed on your office door.

Please email details of your business name that is to be displayed on the Directory Boards and your logo in one

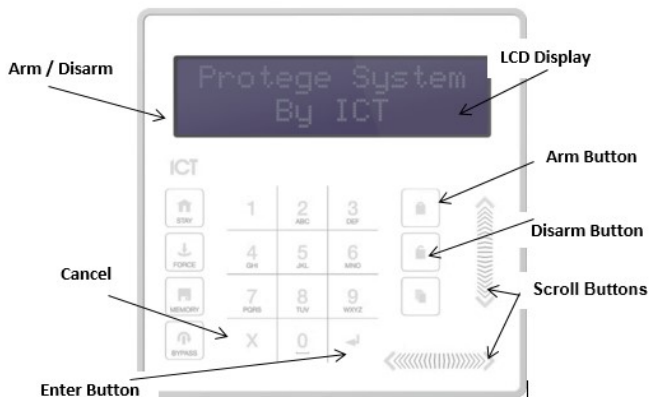
of the following formats – PDF, AI or EPS, with text converted to paths to property@kpistockman.co.nz

BUILDING SECURITY

The main entrance to the building is unlocked between 8.30am and 5pm; however you can access the building at any time using your security fob and alarm code.

We recommend that you lock your office when unattended.

SECURITY SYSTEM ARM / DISARM PROCEDURE



Disarming the system when entering the Building:

- Once you enter your area you have 1 minute to disarm.
- Enter your four digit code into the keypad and press the enter button.
- The keypad will respond by greeting you, displaying your name and asking which area of the building you wish to disarm.
- Scroll through to select the area you wish to Disarm, press the Disarm button to commence

the Disarming process. The foyer and lift area will also be disarmed.

Arming the system when leaving the Building:

If you are last to leave your level at night you will need to arm your area.

- Enter your four digit code into the keypad and press the enter button.
- The keypad will respond by greeting you, displaying your name and asking which area of the building you wish to arm.
- Scroll through to select the area you wish to Arm, press the Arm button to commence the Arming process.
- During this process you will be able to see if the other level has been armed.
- If you are the last person to exit the building you then have 200 seconds to leave the building.
- You do not have to set the alarm by the main door.
- The foyer and lift area will also be armed after the 200 seconds has lapsed.

The entire building is auto armed at 11pm.

If you accidentally activate the alarm after hours; please phone Code 9 on 03-374-3424 to let them know you have set the alarm off accidentally, so that no guard is called out. Code 9 may ask you for a password - this is Billens.

COMMON AREA PRINTER

If you would like to print or scan using the common printer, please contact us at

property@kpistockman.co.nz and we will arrange for the printer drivers to be installed on your PC's. To ensure privacy you will need to enter in a 5 digit number to release your printing.

If you require training on how to use the features on the photocopier/printer/scanner please email property@kpistockman.co.nz

KITCHEN FACILITIES

Tea, coffee, sugar and milk is supplied to the common area kitchens and checked daily. Additional supplies are stored under the kitchen sink and in the supply cupboard.

Please leave the kitchen in a clean and tidy condition including washing, drying and putting away any used dishes or placing them in the dishwasher. Please set and unload the dishwasher if required. Please cover food when using the microwave and wipe out any food splats that may occur.

Please place all food related rubbish in the bins provided under the bench. The rear bin is to be used for recycling clean items only and no disposable coffee cups.

BATHROOM FACILITIES

Please leave the bathrooms in a clean and tidy condition after use. This includes using the shower squeegee to remove water from the walls and door of the shower after use and ensuring the bathroom floor is dry, as we do not want anyone to slip on a wet floor.

MAIL SERVICE

If you would like your mail delivered to the building please use PO Box 22656, Christchurch 8140. The mail will be placed in your pigeonhole located above the

photocopier in the common area on your level. Larger items will be placed on the first shelf.

Please clear your pigeonhole regularly.

FIBRE INTERNET

If you would like to connect to the fibre internet already in the building please email us and we can arrange this for you. There is a one off connection fee of \$200 + GST for a normal connect. Any additional connection charges will be oncharged to the tenant. There is a monthly charge of \$60 + GST.

CLEANING

All the common areas are cleaned twice weekly. You are responsible for cleaning your office. There are cleaning supplies in the supply cupboards. There is a Dyson Handstick vacuum cleaner on each level. On Level 1 this is located in the cleaners cupboard in the bathroom area and on Level 2 it is on the right hand wall just inside the door to the bathroom area. Please empty the Dyson after using it by lifting the red button on top of the canister. The bottom of the canister will open for emptying. Further instructions can be found on the website tenant login.

SUPPLY CUPBOARDS

There is a supply cupboard on each level. On level 1 it is located in the bathroom area. On level 2 it is located next to Suite 8. Your key will unlock the door to the supply cupboard. Please remember to lock it when you have finished.

RUBBISH ROOM

Please dispose of all office refuse in the bins provided which are located in the rubbish room at the rear of the

building. You will need to use your security fob to access the rubbish room. Please use the bins provided e.g. rubbish, cardboard and recycling.

BIKE STORAGE

There are bike racks available to be used by tenants in the rubbish room. If these bike racks are in use please do not leave your bike in the rubbish room, instead please use the bike parking available near Little High Eatery.

