

Access requirements to install or replace intercoms

Question	Answer
<p>I need to leave early. Can my unit be done first?</p>	<p>No. The procedure to install or replace intercoms requires access to all units for the stage-by-stage installation of equipment. If you are not home, we need a key so that we can access your unit for each stage. We are not able to test the equipment until the entire system has been replaced.</p> <p>We will lock your unit between each stage. Your unit will be locked whenever we are not inside your unit. We cannot be responsible for your unit if we cannot lock the door between stages.</p>
<p>What do I do if I cannot be home on the day?</p>	<p>You can:</p> <ul style="list-style-type: none"> • Leave a key with a neighbour or a member of the Body Corporate. • Leave a key (labelled with your unit number) with the Unitcom Technician. Please make sure that you provide instructions about where to put your key when the work is finished. • Arrange for a friend or family member to be in the unit on the day that the work is scheduled. • Arrange (if you are renting the unit) for your Rental Agent / Owner to provide a key to the Unitcom Technician on the day that the work is scheduled. Please ensure that you make arrangements with your Rental Agent / Owner before the day that the work is scheduled. <p>Important things to remember</p> <ul style="list-style-type: none"> • Do not leave your door unlocked. We will lock your unit between each stage of the work schedule. We will ensure that your door is locked if we are not in your unit. • If you know of any units that are vacant (because tenants or owners are on holidays or because the unit is not rented), please let your Body Corporate know. Access must be arranged to these units so that the work can be completed. • We must have access to all units on the day that the work is scheduled. If required, the Strata Manager can arrange (under existing By Laws) for a locksmith to access the unit with the Strata Manager, the police and/or members of the Body Corporate. • If we cannot complete all wiring and installation in all units, the security system for the block cannot be turned on. In these circumstances, we will need to arrange another day to complete the work and test the system. The charges for the additional work will be invoiced to the units that were unavailable on the initial day that the work is scheduled.
<p>The front panel has been installed before the scheduled day. Does this mean that everything is finished?</p>	<p>No. When possible, we install the front panel before we install the wiring and equipment in the units. This process ensures that we minimise the time that you need to provide access to your unit.</p>
<p>I am shift worker. What do I do on the day that the work is scheduled?</p>	<p>Please leave a note on your front door to advise the Unitcom Technician that you are home. If you provide the times that you would prefer to be undisturbed, we will delay access to your unit for as long as possible. Please understand that we may have to interrupt you before your preferred time.</p>