

• **BRIGHTON** •
LAKES

by mirvac

Welcome to your Ready Home by Mirvac at Brighton Lakes

Congratulations on the completion of your new home at Brighton Lakes and becoming a valued customer of Mirvac.

The Owner's Manual provides useful information about your new home including; care and maintenance advice, instruction booklets, and warranty documents. It is a guide to moving-in, establishing your service accounts, safety procedures and caring for your home to ensure it provides you and your family with years of comfort and security.

It is very important that you maintain your home to ensure the longevity of its finishes and fixtures. We strongly recommend that you consult your Owner's Manual and Settlement Pack as to the extent and regularity of necessary maintenance work, and always use experienced, licensed tradespeople to carry out repairs and upkeep work. It is recommended that the original contractor is engaged to carry out any repair and upkeep work.

It is important that you attend to all necessary maintenance matters as they arise as failure to carry out necessary maintenance as specified may result in warranties being voided. The obligation to maintain your home is yours and Mirvac will not be responsible for issues that arise due to lack of maintenance and/or failure to follow recommendations in the Owner's Manual and Settlement Pack.

At settlement, you will be issued with a Settlement Pack containing the keys to your new home, certificates and warranties. It also contains your Mirvac Maintenance Form to assist you with maintenance enquiries during the first three months of your initial purchase from Mirvac.

For further information please contact us through the details listed below:

Brighton Lakes Sales & Information Office: (02) 9600 6406

Mirvac Head Office: (02) 9080 8000

Mirvac Settlement Team: (02) 9080 8205

Mirvac Website: www.mirvac.com.au

Mirvac Maintenance: pc.nsw@mirvac.com

Mirvac Maintenance: (02) 9080 8000

Yours Sincerely,

Mirvac Homes (NSW) Pty Ltd

Statement from Mirvac

Mirvac is renowned for creating exceptional living environments in the best locations. Established in 1972, Mirvac is a leading brand in Australian property, consistently delivering innovative and high quality products that exceed expectations.

Mirvac's development division has projects across Australia including large-scale residential, commercial, retail and industrial. Standing behind the success at every step are the people at Mirvac – the architects, planners, designers, builders and marketers. Their expertise, commitment to quality and sustainable outcomes, and dedication to the job at hand ensures Mirvac's enviable position in the market place is maintained.

Mirvac's commitment to quality goes beyond design, construction and community initiatives. Mirvac takes a personalised approach to customer care, providing you with the highest level of service through every stage of your property purchase.

Brighton Lakes

Brighton Lakes by Mirvac offers you the perfect blend of space and privacy in a beautiful new community close to the natural parklands of Moorebank and the Georges River. Designed for healthy active living, and for those looking for a lifestyle in idyllic surrounds, Brighton Lakes boasts an assortment of Mirvac architect designed homes in a new residential community that will become home to around 300 homes once complete.

There's nothing quite like living near the water. Just a short walk to the beautiful Georges River, the riverside lifestyle opens up fun and recreational opportunities for every member of your family, and the chance to create many wonderful memories with your friends. The Georges River is popular for waterskiing, jetskiing and boating. It's also the perfect place for a spot of kayaking or canoeing, with many scenic stopping points for picnics along the way.

Future cycleways and walking paths will lead you through picturesque parklands to the beautiful Georges River, with its wealth of tranquil picnic and fishing spots. Or if golf is more your scene, you're only a short stroll to tee-off on a challenging course designed by Bob Harrison, a former lead architect for Greg Norman Golf Design for over 20 years.

The 18-hole golf course adjacent to Brighton Lakes (formerly New Brighton Golf Club) provides recreational, dining and social facilities that together create an exclusive, resort-like environment for residents, their guests and visitors*.

Brighton Lakes' location alongside the Georges River will add a whole new dimension to your lifestyle.

Never have you made an easier choice.

LIVE BRIGHT, PLAY BRIGHT.

*The Brighton Lakes Recreational and Golf Club is responsible for the design, landscaping and embellishment of the new clubhouse and new golf course. The finalisation of this works, including access to the clubhouse and golf course, is entirely within the control of Brighton Lakes Recreational and Golf Club. Mirvac makes no representations that the new clubhouse and new golf course will be complete as at settlement of the properties.

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KEY TO SYMBOLS USED IN THIS MANUAL



An icon like this indicates important information and draws your attention to be cautious.



An icon like this refers you to additional documentation included in your Owners Pack.

ABOUT THE OWNER'S MANUAL

The Owner's Manual (Manual) was compiled at the time of completion of your home. It has been designed to provide you with the following relevant information:

- Features of your new home.
- Protection measures to undertake when moving in.
- Connecting essential home services.
- Your important contacts list.
- Your community directory.
- Instructions for ongoing care and maintenance of your home safely.
- Certificates, guarantees and manufacturers information booklets and guides.

The Manual forms part of your Settlement Pack which also contains the keys to your home.

For your convenience, the Manual has been divided into sections relating to different aspects of your new home. We hope this will assist you in identifying useful information and ensure the future care of your new asset.

1.1 CSIRO Foundation and footing information

This guide provides important information about the foundation maintenance and footing performance of your new home and can be found at the rear of this Manual. Please review the information thoroughly and implement prevention measures to protect against building movement.

1.2 CSR Hebel information

This information booklet outlines the products used to create the exterior walls of your home. Please refer to this document, the accompanying Hebel information brochure and the manufacturer's website for advice on ongoing maintenance or further information.

1.3 CSR Gyprock information

This information booklet outlines the various products used to create the walls and ceilings of your home. Please refer to this document and the manufacturer's website for advice on attaching items to the walls and ceiling, and ongoing maintenance.

1.4 Pest and termite control information

This information package has been provided by the relevant pest control company and can be found at the rear of this Manual. The package includes information such as; the owner's responsibilities for care and maintenance, warranties, and a pest information chart.

MOVING IN

2.1 Moving-in protection measures

All residents are advised to follow the moving-in procedures below to ensure the protection of your home and to ensure minimal disruption to your new neighbours.

Moving-in procedures involve the following:

- Ensuring your removal truck is parked in a suitable location to ensure adjoining resident access is available at all times.
- Ensuring your removalist company has suitable insurance to cover any possible damage.
- Ensuring suitable disposal of all rubbish.
- Ensuring that moving-in is carried out safely, for yourself and residents.

The following are recommended measures for protecting your home while moving:

- **Ceilings, Walls and Doors:** Be mindful of the ceiling, walls and door frames and try to ensure scuffing or chipping does not occur. Please pay particular attention to avoid damage to ceiling lights, wall lights and smoke detectors.
- **Flooring:** Do not drag heavy objects across carpets/flooring – use appropriate moving equipment.
- **Driveway:** Fully loaded/heavy trucks, i.e. removalist trucks should not park on driveways to ensure the driveways aren't damaged.
- **Lawns and Gardens:** Moving vans, vehicles or trolleys should not park or traverse over lawns to avoid damage. Hard paths, parking bays and driveways should be used.
- **Contents – Dangerous Goods:** These are items that may endanger the safety of residents within the estate. Dangerous Goods are also known as restricted articles or hazardous materials and include: flammable liquids, compressed gases in cylinders, toxic substances, flammable solids and corrosives.

Storage and/or the handling of these types of items within your property (home or garage) need to be considered in relation to surrounding residents. Please refer to the Managing Risks of Hazardous Chemicals in the Workplace Code of Practice July 2014 at www.workcover.nsw.gov.au for a practical guidance.



MOVING IN





2.2 For your action: service connections

Owners are responsible for ensuring that service accounts are connected your name upon occupation.




The following contact details of popular essential service providers have been listed for your convenience. The list does not include all potential service providers and does not represent a Mirvac recommendation. In addition to this list, the contact details of some of the important assistance contacts for your house have also been listed should you require assistance when you move in.

2.2.1 Essential services contacts

Please note that the gas and electricity accounts for your property have both been initially set up with **AGL Energy**. You have the option to continue with AGL or changeover to a different retailer should you opt to do so.

ELECTRICITY	Endeavour Energy (Authority)	 133 718
	AGL Energy (Current provider)	 1300 799 272
	Origin Energy	 13 24 61
	Red Energy	 131 806

Meter No.

GAS	Jemena (Authority)	 1300 137 078
	AGL Energy (Current provider)	 1300 799 272
	Energy Australia	 13 15 35

Meter No.

Many electricity providers offer the option of purchasing some or all of your electricity from renewable energy such as sun, wind or other renewable sources. If you choose this option look for certified Green Power products. These have been accredited by the Government as supporting new investments in the renewable energy sector.

To compare prices and find accredited products please see www.greenpower.gov.au or www.greenelectricityguide.org.au

FREE TO AIR TELEVISION

A television antenna has been installed on the roof your home for your convenience, and TV outlets have been provided throughout your home.

As the frequency of the signal may vary slightly from your previous antenna system, your television may also need to be re-tuned to ensure optimum quality reception.

MOVING IN

TELEPHONE AND INTERNET

Telephone and internet services are available through the National Broadband Network (NBN Co). Please refer to the NBN Co. information document within your Settlement Pack for further details.

For any general queries you have regarding the network service and providers, please contact NBN Co. directly through their online customer portal or by telephone.

National Broadband Network (NBN) <http://www.nbnco.com.au/>  1800 881 816

To ensure you have the greatest range of providers to choose from we recommend that you check the NBN Co. website or call NBN Co. to obtain the most recent list of retail service providers prior to connection.

A direct link has been provided within this Manual for your convenience:
<http://www.nbnco.com.au/get-an-nbn-connection/certified-service-providers.html>

2.3 For your information

AUSTRALIA POST Mail  13 76 78

Your home has been registered with Australia Post for the delivery of mail. You will need to apply for mail re-direction (a form can be obtained at any Australia Post branch or visit <http://auspost.com.au/parcels-mail/redirecting-your-mail.html>) if you require mail to be diverted from your existing address to your new home.

Furthermore, you should notify the following groups of your change of address, or alternatively Australia Post offers this service (visit <http://auspost.com.au/parcels-mail/notify-organisations-of-your-new-address.html>);

- Local Council
- Roads and Maritime Services (RMS) – vehicle registration and driver’s licence
- Electoral Office
- Banks
- Schools
- Other monthly accounts e.g. mobile phone and internet
- Animal Holding Facility, Prospect – pet microchip and registration details
-

WATER Sydney Water  132 092

Water has already been connected to your home with an account in your name. This was transferred during the conveyancing process. A contact number has been provided above in case problems arise.

MOVING IN

GARBAGE COLLECTION

Liverpool City Council



1300 362 170

Council will provide a kerb side waste collection service to your home. The service is paid for in your Council Rates in the normal manner. Please refer to section **5.1.2 Garbage and Recycling** of this Manual for more information. Information regarding waste collection can be found at www.liverpool.nsw.gov.au under the 'Services' tab.

INSURANCE

Each owner is responsible for insuring their property (including home and contents). We recommend each owner seek advice from a professional insurance broker in this regard. For those moving into a Strata Titled home, please check with the Strata Manager for the insurances provided. Strata Manager details provide at Section 3.2.

TAX DEPRECIATION

If your new home is an investment property, in order to claim tax depreciation deductions, investors are encouraged to enlist a specialist Quantity Surveyor to complete a comprehensive, personalised tax depreciation schedule. This schedule should outline the deductions available on your specific property for the life of the property.

2.4 Handover to maintenance

We are proud to hand over the keys to your front door and we hope you may have many enjoyable years in your new home.

The purpose of this section of the Manual is to inform you of the process from handover to maintenance, and to provide you with some important information.

Should there be any outstanding items, Mirvac representatives will have noted any of these at your final inspection and will organise the completion or rectification of these items as soon as practicable.

Occasionally issues with your home may arise that are a cause for concern. Generally these are best dealt with by noting the details in writing and forwarding them to Mirvac.

In the first three months, Mirvac offer maintenance services on items such as:

- Easing of any inoperative doors, drawers, robes, windows and the like.
- Rectifications of any minor plumbing issues such as leaks that may occur.
- Rectification of windows, roofing and/or guttering causing leaking.
- Re-grouting wall tiles to bench tops and baths.
- Adjustment and/or service to whitegoods supplied by Mirvac, vanities, baths and tapware.

A standard three month maintenance sheet is provided at the rear of this Manual. Please forward the maintenance sheet at the end of your three month maintenance period via the Post Completion Department email address over the page;

MOVING IN

The Post Completion Department
Mirvac Homes (NSW) Pty Ltd
PO Box 159,
HOXTON PARK NSW 2171

Phone: (02) 9080 8000
Email: pc.nsw@mirvac.com

NOTE: Any post completion issues are required to be submitted in writing before any appointment for inspection can be made.

Please be sure to include all current contact details and/or tenant details.

In addition to our three month maintenance service we also have emergency contact numbers for any unforeseen problems, refer to **Section 4 – Important Contacts and Your Community Directory**.

Mirvac would like to assist in items of concern to maintain our high quality products. In relation to issues which you consider might constitute 'defective works', please refer to the "Guide to Standards and Tolerances" which was produced in collaboration with the NSW Fair Trading to assist in determining whether or not an item is defective according to the Building Code of Australia.

Mirvac's Structural Warranty:

- Any elements providing essential support to the building such as footings, beams, columns or suspended slabs.
- Substantial functional elements essential to the habitability of a building such as load bearing walls or timber walls and roof trusses.

2.4.1 Normal maintenance not covered by warranty

The items below are not covered by the Mirvac Warranty:

- Settlement or shrinkage cracks.
- Minor cracks or movement on plasterboard.
- Minor shrinkage and settlement cracks to concrete or mortar.
- Minor movement in floors caused by settlement and/or shrinkage.
- Any damage relating to whitegoods, vanities, baths and tapware not previously noted at handover inspection.
- And damage caused or contributed to by the lack of reasonable maintenance or neglect.

Proprietary warranties, such as those for general items such as toilet cisterns, pans, seats, door handles, tap washers, lights and smoke alarm batteries, as well as air conditioning, smart home package, Airomatic, Odyssey (where installed), each have their own general maintenance that do not come under the builder's responsibility. The level of maintenance required on these items will vary according to usage and owners are expected to maintain items such as these.

Issues such as replacing blown light globes and tap washers are not part of the builder's responsibility and become the home owner's responsibility after handover of the building.

THE ESTATE AND MODIFICATIONS

3.1 Community title

Brighton Lakes is a masterplanned community governed by Liverpool City Council and is entirely a Community Title Scheme. As owners of a Community Titled home you automatically become part of the Community Association; which has obligations under a key document called a Community Management Statement. The management statement includes by-laws, plans and other particulars which detail the way in which the scheme will operate. A Community Managing Agent has been appointed to assist in carrying out the requirements of the Community Association including the collection of Community Scheme levies and payment of any fees associated with the maintenance of common property.

Community common property includes; the Community Facility consisting of the tennis court, play equipment, swimming pool, barbeque area, and shower/toilet facilities and pocket parks spotted around Brighton Lakes. Council property includes; Council parks, roads and drainage structures, street landscaping and nature strips.

The Community Managing Agent is Whelan Property Group, details below:

Whelan Property Group
Bronwyn Eades

Community Managing Agent



(02) 9219 4111

FAX (02) 9281 9915

The Fair Trading Information Centre also provides information and help on management and dispute resolution under the Community Land Management Act. For assistance call 13 32 20. Fair Trading also provides a mediation service for disputes before they are referred to a Community Schemes Adjudicator or the NSW Civil and Administrative Tribunal.

3.2 Strata title

There are also Strata Title properties within Brighton Lakes. As owners of a Strata Titled home you automatically become part of the Owners Corporation; which has obligations under the Strata Title legislation and by-laws for the Strata. A Strata Manager has been appointed to assist in carrying out the requirements of the Owners Corporation including the collection of Strata Levies and payment of any fees associated with the maintenance of the common property. Owners of a Strata Titled lot are also part of the Community Title Scheme and hence also need to abide by the requirements in Section 3.1 Community Title.

The Strata Manger is Whelan Property Group, details below:

Whelan Property Group
Bronwyn Eades

Strata Manager



(02) 9219 4111

FAX (02) 9281 9915

3.3 Modifications to your home and approvals

Prior to any building work being undertaken or external fixtures being installed, you may need to obtain the required consents from the Brighton Lakes Community Association, local council and any other relevant authority. It is recommended that the Community Management Statement: Part 1 – By Laws Fixing Details of Development are reviewed prior to any modifications being undertaken. A copy of the Community Management Statement is provided for you in your handover pack. These requirements are provided to ensure Brighton Lakes is maintained as a beautiful estate and include requirements on:

THE ESTATE AND MODIFICATIONS

- Architectural Standards (By Law 1);
- Building Works and Alterations (By Law 2);
- External Fixtures (By Law 3); and
- Maintenance (By Law 4);

Please note that you should always refer to the applicable Deposited Plan and 88B instrument for any easements, restrictions or covenants associated with your lot to ensure that any additions/alterations do not cause an obstruction.

3.4 Acoustic and fire separation between homes (houses with an acoustic/party wall)

Considerable care has been taken to ensure that all homes have been designed to achieve a high standard of acoustic and fire separation between dwellings as well as surrounding amenity and infrastructure.

To ensure the acoustic integrity between the homes is maintained, any proposed modifications to acoustic/party walls, such as the installation of entertainment/sound system components (i.e. plasma screens, speakers etc.) or the hanging of artwork, should:

- Be designed to maintain the existing standard of acoustic and fire separation (Mirvac acoustic performance is generally above minimum standards set by regulations); and
- Be installed by an experienced tradesperson.

Please note the following:

- Floor mounted speakers should be acoustically isolated when positioned on hard surfaces such as tiles.
- Wall mounted speakers for sound systems or plasma TVs should be installed on appropriate acoustic isolation brackets; and
- Chasing for electrical work on party walls are generally unacceptable.



Refer to the Manufacturer's Instructions included at the rear of the Manual.

3.5 Location of services

If any external ground works are to be undertaken, please ensure you undertake a 'Dial Before You Dig' survey to identify the location of services.

These surveys are free and can be accessed online at <http://www.1100.com.au/> or by phoning 1100 during business hours or by downloading iPhone App.



THE ESTATE AND MODIFICATIONS

As services may be located in your rear yard, please contact a service professional prior to any excavation for advice. **We emphasise that this must be done in conjunction with the 'Dial Before You Dig' survey.**

3.6 Safety: cleaning and maintenance protocol

As the owner of your home, you are responsible for the cleaning and maintenance of your home and all areas within your lot including; front and rear gardens, fencing, storage areas, the rainwater tank, decks, internal and external paintwork, gutters and downpipes.

This Manual is a helpful guide to cleaning and maintaining your home safe and easy manner. It is strongly encouraged that, where appropriate, the use of professional cleaners and licensed tradespeople with safety equipment are employed to carry out required works.

For your safety, and the safety of your neighbours:



- Untrained or unlicensed persons should not attempt to service or alter any electrical wiring or components, communications, gas, water or plumbing fixtures or services.
- Children must always be supervised (particularly on balconies or external areas).
- Do not stand on a chair to clean, service or repair any item – use an approved for purpose ladder.
- Do not stand on a raised platform, chair or ladder of any height on balconies or adjacent to windows or stairwells.
- Do not lean out of windows or over balconies to clean, service or repair any item.
- Always use qualified tradespeople to carry out works at height. This includes access for the cleaning and maintenance of;
 - the roof, gutters, downpipes and eaves
 - equipment located on the roof
 - the roof space
 - air conditioning units and
 - the cleaning or maintenance of sunhoods and pergolas
- Always use equipment (such as equipment on a pole) rather than ladders to clean windows, cobwebs or paint at height, or employ qualified tradespeople to complete these works.
- Always use qualified tradespeople to replace light bulbs within double story voids and external lights at height.
- It is your responsibility as an owner to maintain the landscaping that has the potential to obstruct clear lines of sight to the street frontage and vehicular access.
- Pergolas and porches should never be used as a work platform. They are not designed to carry a person's weight. Always use a ladder or qualified trades person to clean above these areas.
- Do not carry out any maintenance work to any storm water drainage pipes or pits, these are to be carried out by qualified tradespeople.

Any activity that requires external work, or the use of ladders, must be carried out in accordance with all relevant legislation, codes and guidelines. It is recommended that qualified tradespeople are engaged for the works.

IMPORTANT CONTACTS AND YOUR COMMUNITY DIRECTORY


4.1 Important contacts

Mirvac Homes

Sydney Head Office  (02) 9080 8000
 The Post Completion Department (Monday to Friday)  (02) 9080 8000
 All issues should be reported in writing to the Maintenance
 Co-ordinator via email pc.nsw@mirvac.com


Police

Liverpool Police Station
 33 Moore Street
 LIVERPOOL

Emergency
 Station  000
 (02) 9821 8444

Fire

Macquarie Fields Fire Station
 8 Brooks Street
 MACQUARIE FIELDS

Emergency
 Station  000
 (02) 9605 1621

Ambulance

Ambulance Service of NSW

Emergency
 Booking  000
 131 233

Hospital – Public

Liverpool Hospital
 Elizabeth Street
 LIVERPOOL

 (02) 8738 3000

State Transit

Transport Info Line  131 500

Council

Liverpool City Council
 33 Moore Street
 LIVERPOOL NSW 2170

 1300 36 21 70


Community Managing Agent/Strata Manager

Whelan Property Group
 277 Pyrmont Street
 ULTIMO NSW 2007 or
 P.O Box 75
 STRAWBERRY HILLS NSW 2012
strata@whelanproperty.com.au

Bronwyn Eades  (02) 9219 4111

IMPORTANT CONTACTS AND YOUR COMMUNITY DIRECTORY

4.2 Your local community directory

PLUMBER	Castle Plumbing and Drainage Pty Ltd	 General  Emergency	(02) 9651 4588 0438 514 588
ELECTRICIAN	Dallimont Electrical Pty Ltd	 General  Emergency	(02) 4776 1005 0413 209 987
CLOTHESLINE	George Ferguson	 General	0415 926 933
TERMITE PROTECTION	Flick Anticimex Pty Ltd (formerly known as Termguard Pty Ltd)	 General  Fax	(02) 9646 2100 (02) 9646 2400
AIR CONDITIONING	Gaff Air Pty Ltd (Fujitsu)	 General	(02) 4871 3433
AIR CONDITIONING	Costa Air (Actron)	 General	(02) 4731 1111
LETTERBOX	George Ferguson	 General	0415 926 933

Mirvac has the right to rectify any works that may become a warrantable item. Home owners should first contact The Mirvac Post Completion Department with any claims for rectification. In the event of our office being closed, all home owners should contact the relevant nominated Mirvac Trade on the emergency numbers provided above. Mirvac reserves its rights should it not be provided with notice of any claims prior to rectification.

Please also note that call-outs for any emergency service may incur surcharges and costs pending assessment of the nature of the emergency and whether or not your home is still covered by the Mirvac Three Month Maintenance period.

FEATURES OF YOUR NEW HOME

5.1 Services

5.1.1 Mail

A secure mailbox is provided for each home.



Keys for the mailbox are included in the Settlement Pack.

5.1.2 Garbage and recycling

You will need to contact Liverpool City Council to arrange bin delivery when you move in.

Liverpool Council provides a two or three bin waste management system to its residents. The three bin service is available to all urban residential properties and is designed to minimise the amount of resources going to landfill. It consists of a Recycling bin, a Greenwaste bin, and a General Waste Bin.

You can help the garbage collection process by:

- Putting bins out the night before collection, and bring them in within 24 hours of collection to reduce vandalism and theft.
- Leave 1 metre of space around the bins to allow for the truck's automatic arms to reach and empty it.
- Place the bins kerbside with the lid opening to the road.
- Do not park cars in front of the bins on collection day and avoid obstructions like light poles and trees.

For further information, please refer to Liverpool City Council's Waste Service information which is accessible at the following link:

<http://www.liverpool.nsw.gov.au/services/waste-and-recycling>

5.2 Utilities

5.2.1 Electrical service

Your home has been provided with a three phase electrical supply to the meter panel, including three phase metering.

Once you have established an account with your preferred service provider (see Section 2.2.1 **Essential Services Contacts**), they will read the electricity meter and bill for your electricity consumption.

The electrical meter is located in the meter box at the side of the house. If your home is within a strata scheme, your meter box is also located on the external wall of your home, however the electrical meter can only be read from the main switchboard which is located in the meter box of the inside duplex. Please ensure that your meter box is not obstructed in any way as clear access is required for meter readings.

All light, power, range hood and exhaust fans circuits are protected by circuit breakers at the switchboard. For added personal protection, power points (GPOs) and lighting circuits have a safety switch.

Please note: electrical circuits in homes are installed in accordance with the local wiring rules and in general power circuits are now rated to 16 amps. High demand appliances (ie: any appliance with a heating element e.g. Kettle) will use up half of the electrical supply on that circuit.

FEATURES OF YOUR NEW HOME

If a circuit breaker trips within the home, remove the high demand appliances and reset the circuit. Accordingly, avoid using two high demand appliances at the same time on the same circuit (ie: kettle and iron).



Should your safety switch trip for any reason, follow these steps:

1. Isolate/turn off all GPOs and lights, and unplug all appliances.
2. Reset the safety switch.
3. If the safety switch cannot be reset, contact a licensed electrician as a fault exists with either the wiring or the switch itself.
4. Plug your appliances back into the GPOs one at a time or until the safety switch trips. When it trips, you have determined the cause of the fault. Take the faulty appliance to a qualified service centre for repairs.

Please note that the isolation switch for the cooktop is located on the splash back behind the cooktop and is labelled 'cook.' Without turning it on, the cooktop will not ignite.



Please note that a licensed electrician must be engaged to locate and fix any fault with the power supply or the switchboard.

5.3 Gas service

Your home has a gas supply for its own use.

When the gas service is connected in your name, you will need to quote the gas meter number to your service provider (see Section 2.2.1 **Essential Services Contacts**). The gas meter and shut off valve are located externally near the front or side of your home to enable access by the authorities. The kitchen cooktop also has a shut off valve in the cupboard adjacent to the cooktop.



Please note that a licensed plumber must be engaged to locate and fix any fault with the gas supply.

If you smell gas in your home:

1. Turn off the gas at your shut off valve located at the gas meter.
2. Turn off all appliances (including electrical) and lights.
3. Contact a licensed gas fitter.
4. Open all doors and windows for ventilation – only if safe to do so.
5. Extinguish all naked flames.

The living room of your home has a gas bayonet/outlet. A hose with an outlet connection is required to connect a gas heating appliance to the gas outlet. This should be supplied with your heater. Your home may also have an external gas bayonet/outlet – please ensure your BBQ is suitable for connection to the outlet prior to connection. Please refer to the Manufacturers Manual or contact your BBQ manufacturer.

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The gas meter is generally located at the side, or the front of the house. Please ensure that it is not obstructed in anyway as clear access is required for meter reading. The gas supply can be switched off by moving the yellow handle downward.

5.4 Water service

Water has been connected to your property with Sydney Water. Ownership details are sent to Sydney Water as a part of the conveyancing process.

Sydney Water will read your meter periodically and bill you separately for water consumption on your property which covers charges including water and sewerage services.

Town water mains are reticulated throughout the estate to each home. A water meter and stopcock are located on the property. The stopcock will isolate the water supply to the house.



To aid water conservation, and in accordance with planning regulations, dual flush toilets and AAA rated shower heads have been installed.



A licensed plumber must be engaged to locate and fix any fault with the water supply, or fix or replace any fitting such as a tap or showerhead.

Practical tips to reduce water use in your home include:

- Take shorter showers.
- Washing a full-load of dishes in the dishwasher generally uses less water than hand washing in the sink. Most dishwashers don't need to be pre-rinsed to work effectively, and selecting economy cycle will contribute to further water savings.
- Washing a full load of clothes or adjusting the water level to fill your washing machine only to the required level.
- Promptly repairing leaking taps or pipes. Placing a small quantity of food dye in your toilet occasionally will help you spot small continuous leaks down the back of the pan.
- Using the half flush function on the toilet.
- Switching off the tap when brushing your teeth or shaving.
- When installing fixtures or appliances that use water, such as taps, toilets, dishwashers or clothes washers, look for products with high water efficiency ratings. A higher rating indicates lower water use, saving you money on your water bill. See www.waterrating.gov.au for details
- Use a plugged sink to wash fruit or vegetables rather than running under the tap separately.

The water meter is located at the front of the house. Please ensure that it is not obstructed in anyway as clear access is required for meter reading. To stop the water supply to the house, turn off the tap at the water meter.

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5.4.1 Rainwater tank

A rainwater tank has been installed in the yard of your new home. This water is not to be used for drinking, and has been provided for the maintenance of your garden and lawn areas. It also services your flush toilet and cold water point in the laundry. Regular cleaning and maintenance of the tank filters are required by following the process in the tank manual provided at the rear of this Manual.



Refer to Manufacturer's Instructions included in the Settlement Pack.



Please note that the maintenance should only be carried out by a suitability qualified person.

5.4.2 Hot water

A gas boosted solar hot water system has been installed and is located at the side of your home. The hot water has been set to a safety standard of 50 degrees maximum. You can alter the temperature downwards e.g. 45 degrees.

Hot water may not be instantaneous to all points in your home as the water sitting in the line from your hot water intake point will not be heated and will need to be expelled before hot water can come through the fixture.



Refer to Manufacturer's Instructions included in the Settlement Pack.



Please note that a licensed plumber should be engaged to locate and fix any fault with the hot water system.

5.5 Communications

5.5.1 National Broadband Network (NBN.Co)

The National Broadband Network (NBN Co.) has laid fibre optic cable within the estate which services telephone and internet in your new home (for contact details refer to Section 2.2.1 **Essential Services Contacts**). Your home has been installed with an NBN hub which is located either in the garage or main bedroom robe in your home.



Refer to Manufacturer's Instructions included in the Settlement Pack for further information regarding the NBN Co. connection procedures and retail service providers.


5.5.2 Free to air TV and pay TV

Your new home has a minimum of two TV outlets, and they are typically located in the living room and master bedroom. Depending on the size of your new home, an additional TV outlet may have been provided in the dining room.




The TV reception outlets in the walls are "screw in" (F Type) connections and may not fit your existing television lead. "Conversion" (F type to Wall) fly leads are required to connect your TV or video to the outlets. These can be purchased from any leading electrical retailer.


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 To become a subscriber to Foxtel you need to call 1300 130 799 and make arrangements for connection. To become a subscriber to Vision Asia you need to call 1300 286 786.

5.6 Security and fire safety

5.6.1 Door and window security

 All windows and external doors to your home are lockable. Keys for each of your door/window type are included in your Settlement Pack.

 Caution should be undertaken when opening windows (or leaving windows open) adjacent to accessible areas of the yard, balconies or terraces to avoid injury to other persons.

 Particular care should be taken to prevent children falling from windows by climbing on furniture and the like. We recommend that windows remain locked. Restrainers set at either 100mm or 150mm wide have been fitted on the windows of the homes for further protection and safety of small children.

Do not force the winder out any further than the maximum setting as the pin inside the mechanism can break.


5.6.2 Home security

Whilst your new Mirvac home will keep you comfortable during all four seasons of the year, home security is an issue which should be looked at immediately. Deadlocks are included in your home as standard. Lights activated by movement are provided to the side/rear of your home where there are external doors. For additional security, a light fixture without a sensor has also been installed to the front door.

Below are some suggestions for products that can help keep your home and family safe all year round:

- Back to base alarm systems.
- Security doors.
- Movement sensors and lights to the front, side or rear of the home.
- Audio visual intercom system to front door.

If owners wish to install a security alarm system, they should consult with a wireless security system expert for advice and installation. Distributors for these products and more may be found at www.yellowpages.com.au or by calling 12456.

 Owners should also refer to the Community Management Statement provided in your Settlement Pack before installation (see Section 3.3 Modifications to Your Home and Approvals of this Manual).

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5.6.3 Front door lock

The front door has a deadlock with a lever handle below. The front and back doors are keyed alike, i.e. the same key operates both doors.

To obtain additional keys you must first register your key number with Lockwood. Fill out the Lockwood "Key Registration" form in your Settlement Pack and send off to Lockwood. In addition to this, fill out the "Additional Key" form and take it to a hardware store who deals with Lockwood.



Please refer to the Lockwood form in your Settlement Pack.

5.6.4 Smoke detection

Your home is provided with a self-contained 240 volt main powered smoke detector unit with a backup battery, generally fixed to the ceiling outside the main bedroom and adjacent to the kitchen. An alarm is sounded from a detector when smoke is present to alert occupants.

Each owner is responsible for maintaining the smoke alarms. Regular cleaning and maintenance of your smoke detectors is essential. Should cleaning or maintenance be required to a Smoke Detector in a double storey void, a qualified tradesperson should be used.



Please refer to the Operating Instructions included at the rear of the Manual.



You may notice the smoke alarm "beeps" every 30 seconds. This indicates the backup battery must be renewed in the alarm unit by following the instructions on the battery tray in the unit. It is recommended that a spare battery be kept at all times in case a power outage occurs.

CARING AND CLEANING FOR YOUR NEW HOME AND APPLIANCES

6.1 External – General

Provided below are external maintenance recommendations to ensure the longevity of finishes and fixtures in your new Mirvac Home. Please always use experienced, qualified and licensed tradespeople to carry out repair and maintenance work. Work should be carried out from the ground, and with an extendable pole where required. Working off ladders is not recommended.

6.1.1 Drying out the house

Many of the materials used to build a house contain moisture and although you are not likely to feel it, there is considerable moisture in the air at all times. As the house is lived-in and heated it will dry out. It is normal for material, including timber, brick and plaster-lined areas to shrink during this drying-out process, causing small cracks in these areas. Differential movement between materials may result in slight shrinkage, including minor cracking of masonry walls and concrete slabs. They will not affect the house's structural integrity.

It is most important not to excessively heat the home initially. If excessive heating is applied to the home over a short period of time it could lead to materials experiencing substantial shrinkage and damage.

6.1.2 Condensation

Mould may be the result of excess water lying under or around the house, or as a result of condensation which forms when the air temperature inside the house or room is greater than that outside. To prevent condensation:

- Open windows in dry weather.
- Open windows or use exhaust fans in bathrooms, the kitchen and laundry when these rooms are in use.
- Ensure that roof and sub-floor vents are unobstructed (where applicable).

6.1.3 Water leaks

All water leaks have the potential to cause considerable damage if they are not repaired promptly. If you suspect or detect a leak, use an experienced, qualified trade's person to immediately inspect the cause and carry out repairs. Where applicable, all sealants applied to showers, wet areas and tile junctions should be inspected regularly and maintained.

6.1.4 Foundation and footing maintenance

The ground that supports your house is called the foundation and the structure that transfers the load of your house to the foundation is called the footing system.

All foundations move with changes in moisture content to some degree, so you should aim to minimise changes in the foundation by:

- Maintaining drainage on your block.
- Planting trees an adequate distance away from footings.
- Moderating garden watering (avoid excessive watering).
- Repairing plumbing leaks promptly.
- Preventing water build up near or under the house structure.

CARING AND CLEANING FOR YOUR NEW HOME AND APPLIANCES

Some minor cracking of masonry walls on more reactive foundations can be expected in most houses, despite adequate and appropriate design, construction and maintenance.

Please also refer to the CSIRO brochure included in the Settlement Pack which contains detailed information about foundation maintenance.

6.1.5 Private landscaped areas

As a home owner, you are responsible for the maintenance of all landscaped areas within your lot.

All owners must maintain their front garden areas to ensure consistent high quality landscaping throughout Brighton Lakes. Additionally, trees and fencing are to be maintained to ensure clear lines of site at your properties street frontage and vehicular access point.

As the first two weeks from handover are a crucial stage for the plants and gardens to be established, it is important that all turfed and landscaped areas are watered daily for these first two weeks. This includes the front verge and street trees.

The following tips relating to maintaining your garden will assist greatly in protecting the foundations and footings to your house:

- Regulate the amount of water used in the vicinity of the house and aim to keep the moisture content of the soil as even as possible;
- Ensure any landscaping around the home, such as paving, garden beds and lawns, are graded away from the home so that water will not pond near the home;
- Ensure garden beds are not built up to a height that will cover weepholes or sub floor vents, and kept below the damp proof course;
- Trees and shrubs should not be planted too close to the home or drains.

6.1.6 External paintwork

The external paintwork of your home will require maintenance including washing occasionally. Ensure qualified tradespeople provide maintenance, painting, flashing and capping works to external walls. Work is not recommended to be carried out off ladders and qualified tradespeople should be engaged where possible.

Key tips for care and maintenance in accordance with the information booklet include;

- Your external Hebel wall has been finished with a painted acrylic render. Do not where possible, break the seal of the painted acrylic render as this may allow water to penetrate under the render and cause the coating to peel which may void your warranties.
- If white salts appear on the surface of the external wall of your home, brush off with a garden broom, wash down with diluted vinegar then wash down with water. The rest of the home will only require an occasional wash down to keep it looking as new.
- If necessary, horizontal painted surfaces such as window sills should be washed clean with detergent solution as described for Interior Paintwork.

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To ensure this product is looking and performing at its best, it is recommended by Mirvac that the paint finish is recoated after seven years and undertaken by qualified tradespeople.



Refer to Manufacturer's Instructions included at the rear of the Manual.

6.1.7 External timber

Any external timber components used in your home will comply with the necessary durability requirements under the building regulation. It is important that timber is maintained properly to increase its longevity and to prevent structural failure.

Pergolas, external decks including balustrades and handrails should be periodically checked for signs of deterioration and also repainted or recoated regularly. Trims including fascia boards should also be inspected and maintained.

To clean timber, wash with a mild detergent in warm water with a soft cloth. It is recommended that timber decks are recoated every 12 months.

Please note timber pergolas are not trafficable and should not be climbed upon or used as a work platform.

6.1.8 Windows

Windows will require external cleaning occasionally. Ensure qualified trades people provide maintenance and cleaning works externally, particularly if work is required at heights on your first floor. Work is not recommended to be carried out by owners off ladders.

6.1.9 Gutters, downpipes and stormwater drains

Water cannot drain properly from gutters where rotting leaves and silt have accumulated. Drains that are not working properly or have been affected by tree roots can cause damage to footings. To prevent damage to your home, ensure the stormwater drainage system is working correctly ensure your gutters, down pipes, sumps and pits cleaned regularly by a qualified trades person.

Surface water points are located around your house. The water collected in these outlets is directed to the stormwater drainage in your street. It is recommended that these points are cleaned out regularly, especially after mowing grass, this will reduce the possibility of water overflow. Stormwater drainage grates are not to be opened unless completed by a qualified tradesperson as per water board requirements.

To install additional surface water collection points (i.e. surface pits) please contact a qualified tradesperson. If water tanks are installed with charged lines, connect only to the overflow line from the tank to the street or inter-allotment drainage line.



Work on ladders should only be carried out by qualified trades people.

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6.1.10 Sewer gully

A sewer gully is generally located at the rear of your home. It is often located near the external tap; however, not necessarily below it. This gully is an overflow in the rare case that the sewer blocks; the overflow will come out at the sewer gully point rather than through the floor wastes inside your house. The gully must be higher than the ground around it and lower than the inside floor level.

Key tips for care and maintenance include:

- Do not cover the sewer gully.
- Do not use the sewer gully as a drain.
- Do not lower the height of the sewer gully.
- Ensure regular inspections are undertaken to ensure the sewer gully is not obstructed by objects or debris.

6.1.11 Roofing and eaves

Where roofs are tiled with a concrete tile they should be checked regularly. Eaves should also be regularly cleaned and generally maintained.

Ensure qualified tradespeople (qualified to work at heights if required) provide maintenance, flashing and capping works to the roof and roof void areas (including access through man holes). Loose ridge/hip tiles should be re-bedded and painted, cracked tiles should be replaced.

Only qualified tradespeople are to access the roof and roof space who specialise in working at heights. It is important that if tradespeople access the roof for any reason, it is not damaged. If damage does occur you must repair the damage immediately to reduce the risk of water ingress into your home. Work is not recommended to be carried out using ladders unless the work is being undertaken by a qualified tradesperson.



Work on ladders should only be carried out by qualified trades people.

6.1.12 Termite control

Your home and garage has been treated for termites. You will note that the termite protection system sticks out past the slab/brickwork by a very small amount around the perimeter of your home – this is normal.

Please note that to ensure ongoing protection from termites and to ensure your warranty is not void, yearly inspections and maintenance are required by a qualified pest control operator via an access point around your home.

Any future work to your home must include the reinstate any broken termite barriers where damaged. Please do not tamper or remove any termite protection devices that are installed in your new home. To ensure that termite protection measures are maintained, they need to remain visible for annual inspection. Please keep any item at least 75mm away from the termite protection system at all times.

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Please refer to the notification from Flick Anticimex Pest Control in your Manual for registration forms, a guide to termite surveillance and inspection and your responsibilities regarding maintenance.



Refer to Manufacturer's Instructions at the rear of the Manual.

6.1.13 Garage door

For security and convenience your garage has been fitted with either a roller door or a steel panel lift garage door.

For homes fitted with an automatic garage door opener, if there is power loss pull the string hanging from the ceiling to open the door manually and follow the instructions included at the rear of this Manual to lock the door while the power is out.



Refer to Manufacturer's Instructions included in the Settlement Pack.

6.1.14 Driveway

A protective coating has been applied to the driveway of your new home. It is recommended that the driveway pavement is resealed six months after moving in, and then under normal residential conditions, resealing may be required every 18-24 months.

It is recommended that you review the manufacturer's instructions at the rear of this Manual for daily care and maintenance advice.

Please ensure fully loaded trucks do not park on the driveway as excessive loads may cause pavement cracking.



Refer to Manufacturer's Instructions at the rear of the Manual.

6.1.15 Watering

Where water restrictions do not preclude watering, gardens and lawns should be watered adequately but not excessively. Over-watering can be wasteful and may also lead to excessive water build up, this may have the potential to affect the foundations of the home and lead to excessive movement and damage to the home. Watering systems must be carefully placed and monitored as they can frequently over-water.

6.1.16 Living in a bushfire-prone area

No home is fire proof; however, there are a number of things you should consider over the life of your home that can help to reduce the risks to your home.

It is essential to reduce the amount of fuel in the vicinity of the home by clearing a buffer zone. This may include a "fuel free" area around the home where there are no large trees or shrubs or it may be a "fuel reduced" area, where trees exist but the undergrowth and other vegetation is kept under control. A well-watered lawn can provide a good fire break. Reducing the fuel around your home can help to reduce the fire intensity making it safer to defend your home from spark and ember attack.

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In areas subject to attack from bushfires, the local fire authority may require you to maintain the level of vegetation around your home over the warmer months. To determine if this applies to your home, contact your local council or fire authority.

It is important to clear man made hazards from around and under the home. Wood piles, old tyres, leaf-filled gutters, fuel cans and other flammable liquids are the kind of things to remove or store away safely.



Maintenance should be in accordance with the requirements outlined within Section 4.1.3 Standards for Bush Fire Protection Measures for Residential and Rural Residential Subdivisions and Appendix 5 of Planning for Bush Fire Protection 2006 (http://www.rfs.nsw.gov.au/__data/assets/pdf_file/0008/4400/Complete-Planning-for-Bush-Fire-Protection-2006.pdf) and the NSW Rural Fire Service document Standards for Asset Protection.

6.2 Internal – General

Provided below are internal maintenance recommendations to ensure the longevity of finishes and fixtures in your new Mirvac Home. Proper care and maintenance is a standard condition of many manufacturers' warranties, so please refer to the specific manufacturer's recommendations to ensure warranties are not void.

Please always use experienced, qualified and licensed tradespeople to carry out repairs and maintenance work. Work should be carried out from the ground level only. Work is not recommended to be carried out at heights especially where ladders are necessary, unless the work is being undertaken by a qualified tradesperson.

6.2.1 Appliances



Refer to your Manufacturer's Instructions/Operation Manuals and Warranties in the Settlement Pack for the following appliances:

- Gas cooktop
- Electric oven
- Rangehood; and
- Dishwasher

To maintain the appearance and durability of your appliances, follow the instructions, hints and advice in these documents.



Please note that the Manufacturers' Warranties are often conditional, and require regular maintenance. We also recommend appliances be inspected every two years by an authorised service agent.

To save energy, many common home appliances such as TV's, entertainment systems, microwaves, game consoles and computers can be switched off when not needed. Many new appliances now carry mandatory energy ratings, which indicate the efficiency of the product. A higher rating indicates lower operating costs than comparable products.

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In the event an appliance malfunctions:

1. Check if the power point is overloaded i.e. are there too many adaptors.
2. Check power at the switchboard (located in the meter box).
3. Follow relevant instructions in the Operation Manual for "trouble shooting", and/or
4. Check the Warranty and call the Manufacturer's Service Centre.

If none of the above four items remedy the malfunction ensure a qualified tradesperson is engaged to carry out the works.

6.2.2 Paint



As paint colour may change subtly over time, and paint manufacturers may alter colour specifications, we recommend any future colour matching be based on a paint sample.

All walls have been painted with quality paint products from Taubmans which can be cleaned and may be washed to remove most light marks and stains.

Suggested Cleaning Method:

- Use a diluted solution of washing detergent or a mild cleaner such as Spray and Wipe, then clean walls as suggested below;
 - Lightly wet or spray affected area.
 - Using a soft cloth, dab or pat the affected area to remove mark or stain.
 - Always rinse with clean water then pat the surface dry to avoid spotty appearances.
 - For best results, clean affected area immediately.

All ceilings for aesthetic reasons have been painted with a Taubmans Ceiling Paint finish which may be washed exercising care since hard rubbing will tend to polish the flat surface. For best results, wash a whole ceiling rather than treat just the stained area.



Please do not clean the affected area with abrasive cleaners or any hard rubbing as this may lead to burnishing and may cause damage to the paint coating.

Ensure qualified tradespeople provide maintenance and painting works to internal walls. Work is not recommended to be carried out using ladders and if required poles are to be used for cleaning.

6.2.3 Carpet

Carpet throughout your home has been selected to provide a soft, maintainable, yet durable floor finish.

Regular maintenance will increase the life span of all types of carpet. The five basic steps of an adequate maintenance program are:

1. Protection from damage and prevention of spills
2. Regular vacuuming
3. Intermediate surface brightening

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4. Periodic wet cleaning; and
5. Removal of stains and spills.

Light coloured carpets should be professionally cleaned every 6-12 months, to maintain a satisfactory appearance in the carpet.

The daily maintenance of carpet is recommended and should consist of the removal of surface debris and dry particulate soil by means of a carpet sweeper or various types of suction machine. Periodically wet cleaning is required to remove soiling which is not removed by daily maintenance (greasy, oily and other sticky substances, accumulated dirt which discolours and otherwise affects the carpet).

The basic requirements of cleaning chemicals for use on wool are:

- Low alkalinity.
- Non-sticky residue on drying.
- Hood cleaning power.
- No added bleaches, dyes, etc.

The damage done to carpets in (wet) cleaning usually relates to over-wetting, too much mechanical action and the use of unsuitable shampoos and other chemicals.

Recommended Stain Removal Procedures

- Act quickly.
- Blot or scoop up – do not scrub.
- Treat stains with recommended agents, small amounts at a time, (check first for bleaching or colour transfer on patterned carpets).
- Work from the edge of stain inwards.
- Do not rub, or over-wet. Absorb stains in wads of tissues weighed down until stain is completely removed (repeat procedure if necessary).

6.2.4 Lighting

Before changing a globe, please ensure the power is turned off at the power switch.

Light fittings and light globes in double storey voids and external lights are to always be replaced by an experienced and qualified tradesperson.

External lights will be subject to natural corrosion and should be cleaned and maintained to prevent salt build-up.

6.2.5 Aluminium doors, balustrades, windows and skylights

Aluminium windows and doors have a powdercoat finish, a high performance organic coating which needs to be cleaned and maintained regularly to ensure the decorative and protective properties of the coating are retained.

Cleaning is recommended every three to six months to remove air born deposits such as salt, atmospheric pollution and dirt.

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To Clean Powder Coated Aluminium Frames:

1. Remove dust with a wet sponge (rather than risk micro scratching by dry dusting);
2. Remove any marks by the use of a warm, mild detergent or mineral turpentine;
3. Wash and remove powder deposits from the powder coating surface using a soft bristle brush; and
4. Always rinse afterwards with fresh water so that the contact time with the cleaning solution is kept to a minimum.



Do not use; abrasive cleaners, harsh solvents (including window cleaner or industrial strength solvents or solvents recommended for the removal of sealant or mastic), scouring pads or other harsh materials such as powder based cleaning products as these may scratch the finish.

Always test a small discrete section of a frame to confirm the suitability of the cleaning agent used. This will ensure minimal or no damage to the powder coat colour or surface.

Window furnishings are not to be mounted on any part of the aluminium door or window frame.

Owners are advised to clean high level areas, particularly skylights with use of a pole and/or employing qualified cleaners who specialise in cleaning at heights to complete the works.

To Clean Window Glass:

- Use only cleaning materials free of grit and grime (to avoid scratching and marking the glass surface).
- Use only detergents and cleaning solutions which are recommended glass cleaners. Mild detergents are preferable.
- Avoid using a broom and hose to clean windows as this can result in scratched glass and leaking windows.
- Do not use liquids like hydrochloric acid which will erode the glass. Solvents such as ethanol, ketone, ester etc will affect adhesion of the PVB in the laminated glass and it could also affect the optical performance of the glass.
- Do not use scrapers or scour pads.

6.2.6 Door and window hardware

To maintain a high level of function, door hardware must be free from dust and grit. Generally, all components can be cleaned with a soft damp cloth. Grease or oil should not be applied to any hardware.

Maintain door locks and handles every 6-12 months, as follows:

- Tighten fixing screws.
- Re-align strike plates.
- Lubricate internal mechanism with an aerosol lubricant.
- Lubricate "sticky" locks with dry powder graphite sprinkled on the key.

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Owners are advised to clean windows at high level with use of a pole and/or employing qualified cleaners to complete the works.

A privacy lock may be fitted to some bathroom doors which can be unlocked from the outside/hallway. To do so, insert a small nail or skewer into the hole in the face plate and gently push forward to disengage the privacy mechanism.

Some bathroom doors are fitted with safety hinges where the door can be lifted up and removed manually in the event of an emergency.

Sliding windows at height have been fitted with restrainers to minimise the risk of falling. The removal of window restrictors is not recommended and would be at the owner's risk.

6.2.7 Internal glass windows, shower screens, splashbacks, vanity, robe mirrors

To clean glass and mirrors, use clean water with mild soap, diluted methylated spirits, glass cleaner or a slightly acidic (vinegar) cleaning solution on a soft, lint free, damp cloth or chamois. Always apply the cleaner onto the cloth first and not directly onto the glass. It is recommended that cleaning be undertaken as a minimum, monthly.

Owners are advised to clean high level areas with use of a pole and/or employing qualified cleaners to complete the works.

To avoid scratching glass and any associated framing (i.e. shower screen frame), do not use; caustic or abrasive substances such as polish, silicon based cleaners, powder-based cleaning agents and other harsh materials. Do not use cleaning items such as steel wool, scouring pads or razor blades. If using a solvent cleaner, care should be taken to avoid contact with the glazing sealant and any other materials which may be affected by the solvent.

The regular removal of water from the inside of the shower screen with squeegee to prevent the build-up of soap scum.

Damaged glass and mirrors cannot be repaired. They must be replaced by an experienced glazier.

6.2.8 Tapware

To prevent damage to the protective finish avoid cleaning taps and spouts with harsh chemicals. Clean with warm soapy water, rinse well and dry with a soft cloth.

To maintain tapware:

- Clean tap filters every two months.
- Check tap washers every two years and replace as necessary.

A licensed plumber is required to replace the ceramic washer in lever mixer taps.

Remember to turn off the water supply to your home prior to carrying out maintenance or in the event of a tap or fitting breaking.

We recommend that tapware be serviced by a licensed plumber.

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6.2.9 Kitchen and vanities

6.2.9.1 Cleaning and maintaining the reconstituted stone benchtops

- Clean up any spills as quickly as possible, particularly on horizontal surfaces.
- Remove soiled surfaces or light stains with soapy water and a soft cloth, or a non-abrasive spray-and-wipe cleaning agent.
- Do not use abrasive or alkaline cleaners and ensure that the finish does not remain in contact with hypochlorite bleach, mineral acid, dye or iodine solution, silicone based cleaners, polish, steel wool, or acidic and alkaline materials. (Note that silicon cleaners render surfaces unsuitable for recoating).
- Ensure all spills are cleaned up immediately with a damp cloth and dry off to prevent swelling and damage.
- Do not place electrical appliances, hot items or pots straight from the oven/cooker directly onto your benchtop.

Standard Benchtop Square Edge Finish:

A damp cloth removes spills and greasy spots. Rub with a clean, dry cloth to bring back brightness. Occasionally clean with warm soapy water. To remove heavy build-up of dirt use Windex spray cleaner or similar spray cleaner, nylon bristle toothbrush or nail brush or methylated spirits.



Do not use abrasive powder, cream or paste cleaners, scouring pads, wire wool, steel wool, pot scrapers, furniture polish, wax sandpaper or scrubbing brushes.

6.2.9.2 Cleaning polyurethane cupboards

- Polyurethane doors can be easily wiped clean by wiping with a damp cloth or sponge or a mild diluted washing detergent.
- Do not rub with excessive force to remove stains as this may produce a gloss patch on the rubbed area.
- Do not use abrasive cleaners, solvent based or cream cleaners, scouring pads, wire wool, steel wool, pot scrapers, wax sandpaper or scrubbing brushes.
- Check, tighten and adjust hinges every 6 months.
- Do not apply oil or grease to any joinery hardware, such as hinges and runners etc.

6.2.10 Bathroom benchtops and joinery

6.2.10.1 Cleaning bathroom acrylic benchtop

- For daily cleaning a simple wipe over with a damp cloth is usually sufficient. Any non-abrasive domestic cleaner can be used and will not harm the top.
- Do not use abrasive cleaners such as Gumption or steel wool which will scratch and dull the surface.
- For stubborn stains, the use of methylated spirits or a wipe with a No.1 grade car polish often works well.

CARING AND CLEANING FOR YOUR NEW HOME AND APPLIANCES

6.2.10.2 Cleaning bathroom laminate and melamine joinery

Your cupboard joinery may feature laminate and/or melamine. Cleaning and maintenance recommendations are as follows:

- Clean up any spills as quickly as possible, and rinse well with clean water.
- Remove soiled surfaces or light stains with mild detergent such as dishwashing liquid and a damp sponge, or a non-abrasive spray and wipe cleaning agent such as Windex or Jif micro liquid.
- Over use of chemical cleaners or failure to rinse remaining residue will eventually cause an unsightly build up on the finish.
- Do not use scourers or abrasive or alkaline cleaners.
- Check, tighten and adjust hinges every 6 months; and
- Do not apply oil or grease to any joinery hardware, such as hinges, runners etc.

6.2.11 Tiles

Only use recommended cleaning products to clean floor and wall tiles, or use a mix of warm water with a biodegradable detergent and a cup of methylated spirits. When dry, buff with a dry mop or woollen cloth. Avoid using strong abrasive cleaners. To clean grouting a plastic bristle brush is recommended.

The sooner the cleaning is carried out, the easier stains are to be removed. Spillage of oil, fat or material likely to stain or cause a slipping hazard, should be removed immediately by using a detergent and hot water.

Whatever method is chosen to clean tiles, **the three golden rules of cleaning are:**

- Try a small inconspicuous area first.
- Rinse well with clean water afterwards.
- Avoid the use of high concentration of cleaners for prolonged periods of time.

Tiles in wet areas form part of a waterproof wall and floor system. Take care to not damage or impact any part of the tiles in the shower recess or floors. Any damage should be repaired promptly by an experienced tradesperson.

Due to the constant use of shower areas, tiled surfaces need a different cleaning procedure to remove hard water deposits, soap scum and body oils that build up. To avoid extra heavy cleaning, weekly cleaning is advised to maintain the level of hygiene and to remove dirt before it builds up into hard deposits. Hard water deposits can be eliminated by a solution of white vinegar and water. A plastic scouring pad is most useful for this kind of cleaning.

With the damp nature of shower recesses, bacteria and mould can develop where there is little ventilation. This can be removed by spraying or wiping with chlorine bleach such as White King. This should be allowed to stand for five minutes and later rinsed with clear water. Caution should be taken when using bleach and it should never be mixed with ammonia.

CARING AND CLEANING FOR YOUR NEW HOME AND APPLIANCES

To avoid damage to tiles or discolouration to silicon sealants in wet areas do not use harsh chemicals or abrasive cleaners. Silicon sealants should be cleaned with soapy water only. Steel wool pads should not be used as they may leave steel particles which can rust and leave brown stains.

Use protection caps on the base/legs of any furniture items placed on tiles to reduce the likelihood of damage and/or scratches to the tiling.

6.2.12 Stainless steel

Cleaning should occur on a regular basis to prevent tarnishing. To clean, wipe with a soft damp slightly soapy cloth, let dry and wipe with a dry cloth. Always wash and wipe with the grain of the stainless steel to avoid scratching.

To protect from staining after cleaning with a chemical cleaner or coming into contact with food acid, wash down with fresh water.

To brighten, use a non-abrasive cleaner or specialist stainless steel product.

Do not use steel wool, an abrasive cleaner or oil based cleaners.

6.2.13 Sanitary ware

To preserve the polished surface of your bath, toilet and basins, clean with a soft cloth and warm soapy water or a liquid cleaner to wash away any body oils or soap residue. Ensure any selected cleaning agent does not affect any adjacent stone or tile.

Do not use powders, pastes, cream cleaners, thinners, window cleaning sprays or dry cleaning fluids etc.

As the use of coloured essential oils may stain your bath's polished surface, test before use and add oils into a bath full of water rather than pouring them into an empty bath.

To prevent corrosion of metal accessories by mineral salt such as Radox, ensure the salts are dissolved completely prior to adding them to bathwater.

6.2.14 Ceiling exhaust ventilation grill

Mechanical ventilators are fitted to some Mirvac homes in bathrooms and laundries to assist the removal of steam and humid conditions, prolonging the life of the interior finishes. Below are some tips for efficient use of the Mechanical ventilators:



Leaving a window within your home slightly open will increase the air intake and efficiency of all the internal exhaust mechanisms (including the kitchen rangehood).



To ensure adequate air flow into the laundry exhaust, leave the laundry door open while the dryer is in use.

CARING AND CLEANING FOR YOUR NEW HOME AND APPLIANCES

6.2.15 Air Conditioning

If your home has been fitted with air conditioning; please refer to your Manufacturers Instructions/Operation Manuals and Warranties for details.

If an air conditioning unit is installed after handover this must be undertaken by an appropriately qualified tradesperson. If you intend to install air conditioning a ducting plan has been provided in your Settlement Pack to advise of the location of ducts.

Ensure any external air conditioning units are located in an area not visible from ground level outside the property.



After installation ensure you refer to your Manufactures Instructions/Operation Manuals and Warranties for details on your air conditioner, including repair and maintenance work.

To maintain the appearance and durability of your appliances, follow the instructions, hints and advice in these documents. Where servicing is required Mirvac recommend an appropriately qualified tradesperson is used.



Please note that the Manufacturers' Warranties are often conditional, and require regular maintenance.

6.2.16 Laundry floor waste

To ensure the water seal in the laundry floor waste does not dry out and let odours escape, each fortnight pour approximately 600mls of water into the floor waste.

6.2.17 Bathroom, laundry and water closets

Your bathroom, laundry and water closets have been constructed to satisfy the requirements for wet areas under the building regulations. However it is important to note these requirements are not designed to deal with flooding or excessive water specifically in the bathrooms outside the shower recess.

To ensure the continued performance of these areas and to avoid damage caused by excessive water, it is important to not allow water to flood from the shower recess, bath or basin, washing machine or toilet pan through inappropriate use or accidental flooding. If flooding does occur, remove water immediately and heat the area to remove excess moisture.

WARRANTIES, GUARANTEES AND OPERATING MANUALS

Within this section you will find the following information;

- Pest Control/Termite Certificate
- Three Month Mirvac Maintenance report sheet
- Smoke Detector Manual
- CSIRO information – Foundation Maintenance and Footing Performance
- CSR Hebel Information
- Gypsum LiningSR Information
- Essential services
- Parcheam Concrete Driveway Manual
- Party Wall Information (Acoustic and Fire Treatment)
- Electrical Plan

It is important that you attend to all necessary maintenance as any issues or problems which are caused or contributed to by a lack of maintenance will fall outside of any warranties.

Your **Settlement Pack** issued at the time of settlement will include the following certificates and warranties;

- Final Survey & Formwork Survey
- Pest Certificates Part A & B
- Plumbers Drainage Diagram and Compliance Certificate
- Smoke Detector Certificate
- HIA Home Owners Warranty
- Electrical Compliance Certificate
- Wet Area Certificate
- Insulation Certificate
- Occupation Certificate
- Air-conditioning Duct Dropper Information
- Rainwater Tank Information
- Roller Shutter Door Information
- National Broadband Network Information
- Appliance Information and Warranties
- Windows & Doors Glazing Certificate
- Safety Glazing Certificate
- Pier & Slab Certificates
- Vibration Certificate
- Roof Sarking Certificate

SUSTAINABILITY

Simple changes at home can have a meaningful impact on broader environmental issues such as water scarcity and climate change. By reducing your environmental impact through steps such as reducing energy and water use, and waste generation, you can help the environment and save money.

To find out more about energy and water conservation, indoor air quality, waste and recycling, water efficient gardening and other key environmental issues, please refer to the various organisations listed below.

DEPARTMENT OF CLIMATE CHANGE	www.climatechange.gov.au Key Topics: Climate Change, Carbon pollution Reduction Scheme
DEPARTMENT OF ENVIRONMENT, WATER, HERITAGE AND THE ARTS	www.environment.gov.au Key Topics: Biodiversity, Pollution, Rebates, Land and Water
YOUR HOME- DESIGN FOR LIFESTYLE AND THE FUTURE	www.yourhome.gov.au Key Topics: Sustainable Design, Refurbishment and Renovation, Product Selection
AUSTRALIAN CONSERVATION FOUNDATION- GREEN HOME	www2.acfonline.org.au Key Topics: Energy and Water Conservation, Waste Reduction, Eating Green, Shopping Smart
CLEAN UP AUSTRALIA	www.cleanup.org.au Key Topics: Waste, Recycling, Compost, Worm Farming
RECYCLING NEAR YOU	www.recyclingnearyou.com.au Key Topics: Search Engine for Recycling Services in your Neighbourhood, Recycling Information
GREENPOWER	www.greenpower.gov.au Key Topics: Government Accredited Renewable Energy

SUSTAINABILITY

8.1 Sustainability at Mirvac

The Mirvac brand is synonymous with projects and landmark sites that span the length and breadth of Australia.

Mirvac strives for sustainability excellence in all operations. Every building we design is a reflection of our pledge to deliver projects with exceptional environmental and social performance. This commitment to sustainability means managing environmental, social and economic responsibilities and capitalising on opportunities to deliver sustainable outcomes for the benefit of stakeholders and the broader community. Mirvac recognises that acting in a responsible and sustainable manner creates new opportunities, enhances investor value and improves social and environmental returns.

Our commitment towards delivering world class projects is driven by our organisation's sustainability strategy, This Changes Everything. The strategy is underpinned by four focus areas: Re-Imagining Resources, Shaping the Future of Place, Smarter Thinking and Enriching Communities.



SUSTAINABILITY

Furthermore, Mirvac has identified ambitious Corporate Responsibility and Sustainability missions under each one of these guiding principles, which ensure we continue to create outstanding living environments for years to come. This approach is based on a rich history of achievements that demonstrate our capability to deliver which include:

- Australia's first solar suburb at Newington's Olympic Village
- First Australian commercial developer to build a net zero carbon home, Harmony9 at Waverley Park in Victoria
- Australia's first 6 Star Green Star Shopping Centre at Orion in Springfield, Queensland
- First 6 Star Green Star education facility at the Mirvac School of Sustainable Development, Bond University in Queensland
- First existing office tower to deploy trigeneration at 101 Miller Street in North Sydney
- Australia's new benchmark set for the "next wave" of 6 Star Green Star high rise development at 8 Chifley Square in Sydney
- Demonstrated commitment to building performance achieving an unprecedented NABERS Energy rating of 4.87 and NABERS Water rating of 3.88 across the entire Mirvac commercial portfolio.

External recognition is evident through Mirvac's listings in the Dow Jones Sustainability World Index, the Australian SAM Sustainability Index (AuSSI), FTSE4Good, and on both, the ASX200 Carbon Performance Leadership Index and the ASX Carbon Disclosure Leadership Index.

In addition, Mirvac continues to be recognised as a Regional Leader in the diversified sector under the Global Real Estate Sustainability Benchmark (GRESB), which demonstrates Mirvac's commitment to sustainability through our strategy, support across the business and transparent public reporting.

8.2 Sustainability initiatives at Brighton Lakes

8.2.1 Estate design

Brighton Lakes has established a hierarchy of interconnected streets, providing safe, convenient and clear access within and beyond the estate. The estate was developed in support of the New Brighton Golf Course Release Area rezoning to provide a range of housing types to meet the needs of a diverse community, supported by infrastructure in an environmentally sustainable manner.

The road layout assists in stormwater management, maintenance of soil salinity in the area, facilitating energy efficient lots and building orientation to create an interesting and attractive streetscape. The siting and orientation of lots has been arranged generally across the slope of the land to minimise any adverse impacts of cut and fill associated with the construction of any future dwellings.

Trees have been retained where possible within Brighton Lakes' green open space, and much of the landscaping throughout the estate incorporates the use of local native species. These indigenous species are tolerant of climate, soils and water availability to reduce demand on the water supply and environment.

SUSTAINABILITY

The provision of dedicated bicycle pathways linking to existing and future regional bike path systems facilitates environmentally friendly transport. Brighton Lakes is located within close proximity to existing local public transport infrastructure helping to improve air quality and to alleviate traffic congestion, and noise.

8.2.2 Housing design

Your new Ready Home has been built to comply with the minimum energy regulations under the NSW Building Sustainability Index (BASIX). The aim of BASIX is “to deliver equitable, effective water and greenhouse gas reductions across” New South Wales, as well as provide long term financial savings for homeowners.

For more BASIX information, please refer to the following link:
<https://www.basix.nsw.gov.au/basixcms/>

8.3 Tips to save the environment at home

8.3.1 General energy management

Your home has been built to comply with the minimum energy regulation requirements for your climate zone. Good ongoing energy management practices not only save money in the running costs of your home, they also have a direct benefit in protecting our environment.

Depending on the design of your home, there may already be a number of devices or elements around your home which were required to meet the minimum energy efficient rating. You might also consider installing devices after you move in or commence using your home to improve the energy efficiency of your home.

8.3.2 Summer shading

External shading devices for windows and doors are an effective way to keep your house cool. North, East and West facing windows and doors can be shaded by devices such as external blinds or shutters.

8.3.3 Winter protection

Windows lose more heat in winter compared to the same area of wall. Heat losses can be reduced by using close fitting drapes or blinds that trap a layer of insulating still air between them and the glass when closed. Blinds or drapes should extend from a boxed pelmet down to the window sill or floor.

8.3.4 Insulation

Your new home will contain insulation to a level that will satisfy building regulations. This may require the installation of insulation in the walls and ceilings. It is important that the insulation is maintained and not removed as this will reduce the energy efficiency of your home. If additional insulation is installed after you move into the home it is essential to consider the requirements under electrical regulations in relation to any required clearances to light fittings and other building elements, particularly in roof spaces. Similarly if you make changes to the lighting in your home, this may affect the performance of ceiling insulation by creating perforations in the ceiling lining.

SUSTAINABILITY

8.3.5 Living rooms

- Minimise heat loss through windows by installing window coverings, such as curtains with pelmets.
- Keep heated/cooled volumes to a minimum by closing off rooms not in use.
- Do not overheat or overcool – set the thermostat at a reasonable level.
- Switch televisions, VCRs and stereos off when not in use – these appliances use substantial amounts of energy even when left in the ‘standby’ mode.
- Switch off the VDU screen to your computer when not in use. Laptop computers are generally more efficient than desktops.

8.3.6 Lighting

- Turn off unnecessary lights.
- Use dimmer controls where possible to reduce lamp life and use less energy.
- Use desk or standard lamps where a light source is most needed.

8.3.7 Kitchen

- Use energy efficient cooking practices where possible. Minimise grilling and use lids on pots when boiling and simmering etc.
- Used a plugged sink to rinse dishes and clean vegetables rather than rinsing each item separately under a running tap.
- Wait until you have a full load to run the wash cycle on your dishwasher.
- Ensure that the refrigerator door seal is tight fitting and maintained. Leave the door open for as little time as possible.

8.3.8 Bathroom

- Do not leave the tap running when brushing teeth or shaving.
- Choose the toilet’s half flush option as much as possible.
- Take a short shower instead of a bath.
- Do not leave taps dripping and promptly repair leaking taps.
- Place a little food dye in the cistern of your toilet from time to time and check for small continuous leaks down the back of the pan.
- If you install heated towel rails ensure a timer is also installed.

8.3.9 Laundry

- Use cold water for machine washing.
- Wash a full load rather than a partial load.
- Use biodegradable soap.
- Use drying racks instead of a clothes dryer. If a clothes dryer is used, run on a lower/ colder setting.

SUSTAINABILITY

8.3.10 Appliances

- Purchase the highest energy star rating appliances – the more stars the less energy used.
- Choose a washing machine and refrigerator size to suit your needs. A larger capacity with the same rating uses more energy than a smaller model

8.3.11 Waste

- Separate your waste into recyclable collections and use the correct bin for household rubbish and recycling;
- Buy less packaging;
- Don't put oils, fats or harmful chemicals down the sinks;
- Use a strainer in kitchen sinks; and
- Choose detergents with no, or little phosphorous to minimise nutrient loads in waterways.

8.3.12 Outdoors

- Plant native trees and shrubs in your garden as they require less water than exotic plant species and provide habitat for local native wildlife.