

End of Trip
General Rules & Conditions



EXCHANGE
TOWER

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SMART
EXCHANGE
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GENERAL RULES AND CONDITIONS

Core Operating Hours – Access Hours are 24 hours / 7 days via access pass.

Access is restricted to Authorised Users only. An Authorised User is an employee of a tenant or occupant of Exchange Tower. All Authorised Users of the End of Trip Facility enter and use the End of Trip Facility at their sole risk and release the owner of Exchange Tower and its employees, contractors and agents from all liability in respect of:-

- a. loss of or damage occasional to property left in the Premises or in or about the Car Parking Area
- b. injury to or death of any person

All Authorised Users using the Facility must comply with all signs and directions posted within Exchange Tower by the Lessor or the Managing Agent.

Bicycle shoes and cleats **MUST NOT** be worn within the Exchange Tower Lobby.

All Authorised Users must vacate the End of Trip Facilities immediately on the activation of the fire alarm signal.

Authorised Users are expected to be courteous and leave the amenities in the condition they would like to find them in.

Authorised Users not abiding by these General Rules and Conditions may have their access privileges revoked at the discretion of Exchange Tower Management.

LOWER GROUND (LG) CHANGE ROOMS

Bicycles **MUST NOT** be ridden or parked within the LG Change Rooms or the accessway.

Authorised Users must ensure safe and responsible usage of the hairdryer and hair straighteners. When finished these items must be placed back in position and switched off.

Instructions for use of the ironing board and iron:

- Release the ironing board from its retaining clip and lower into position
- Plug the iron into the power receptacle, and turn the white timer dial to an estimated duration setting e.g. 10 minutes
- On completion, turn the timer dial to the zero (O) position, place the iron in its storage position, return the board to the upright position and secure with the retaining clip
- Care must be exercised when handling irons as they may be hot from previous use

Weekly lockers are available on a first-in-first serve basis and are accessed via keypad. Instructions for the keypad are located on the doors of the lockers.

Please note that weekly lockers are cleared each Friday at 10.30pm. Left items will be stored by Exchange Tower Security for a period of 30 days. All items not collected within 30 days will be disposed of.

Any items remaining in the drying cabinets will be removed each Friday at 10.30pm.

LEVEL B1 CHANGE ROOMS

The lockers are accessed via keypad. Instructions for the keypad are located on the doors of the lockers.

Any items remaining in the drying cabinets will be removed each Friday at 10.30pm and stored by Exchange Tower Security for a period of 30 days. All items not collected within 30 days will be disposed of.

B2 BIKE STORE

Access to the Bike Store located on Level B2 is via the car park which is a shared bike and car zone and Authorised Users should take due care when in the car park and the facility.

Authorised Users **MUST NOT** exceed the posted speed limit of 8kmh within the car park and should follow all directional signage.

Clothing, towels and footwear are not to be left in the Bike Store but can be placed in the drying cabinets or placed in the lockers located in the LG and B1 Change Rooms.

Bicycle locks **MUST** be removed from individual bike racks when not in use.

The Bike Store is cleared each Friday at 10.30pm and left items will be stored by Exchange Tower Security for a period of 30 days. All items not collected within 30 days will be disposed of.

Instructions on how to use the bike racks are located within the Bike Store.

For assistance with access, contact Tower Services on 9421 9102.



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I acknowledge reading and understanding my responsibilities as a user of the End of Trip Facilities at Exchange Tower and accept the attached conditions of use.

Name _____

Company _____

Level _____

Signature _____

Date _____