

BEF STORAGE RELOCATION TO ADVERTISER BUILDING

- Large items moved to Advertiser space 28/06/04
- Archives and paints moved to Advertiser space 29/06/04
- Space tidied and cleaned, key handed over 30/06/04
- BEF Committee – Fay and Paul
- Council Staff – Rick and Jeanice

ACCESS TO STORAGE SPACE

Space at the Advertiser building is large, clean and dry. With prior arrangements, it is possible to drive a Ute and trailer into the storage area. Access is via a 9 foot wide laneway, which carries a reasonable amount of traffic being both the entrance and exit for principal Advertiser staff. This may be a problem during the Easter Festival period but the impact may be softened by negotiation with the Advertiser and notification to their staff. There is a carport area in front of the roller door. Carport roof and roller door height is a limiting factor when moving large items.

ACCESSING STORAGE AREA FOR LOW LEVEL ACTIVITY

Go to back entrance door and press the button on the intercom on the left hand upper side. A person will answer you. State your name and purpose, requesting access and they will buzz you in. To get out, press button at upper right hand side of the back entrance door. Wait to hear a buzz sound back and the door is released. This is a high traffic area for Advertiser Staff.

ACCESSING STORAGE SPACE FOR HIGH LEVEL ACTIVITY

As a matter of courtesy, ring Ken Saunders on 5434 4430 to notify him so that he can inform his staff. Depending on the level of activity, this may be advisable up to one week in advance. One of the senior Advertiser staff parks across the roller door. If you wish to access that door notification by phone would be appreciated. Ring Ken Saunders or George Stewart, (IT Manager) on 5434 4431. There is a sign just inside the door that can be put out to stop anyone parking in the area whilst you are trying to move things. Note that this doesn't close off the lane.

ACCESSING STORAGE ON A WEEK END

When appropriate arrangements have been made there will be a key to the back gate and a swipe key for the door. Please keep in mind security considerations. It is unlikely that there will be more than one key.

NOTES

- Commonwealth Youth Games taking float bases, petals & leaves, battery packs and gold men. These items are taking up a lot of space at the Advertiser – do we store them until December 2004? Making the setting up of an order storage area very difficult.
- Banners still need to be sorted and go back to the schools
- Stools surplus to requirements could be offered to schools and churches
- There are still a number of items stored at Cultural Development and Events that can be stored at the Advertiser space. It would be best to wait until the Advertiser space has been set up before transferring.
- There needs to be another working bee after the 'stuff' has gone to the Commonwealth Youth Games
- Plastic storage boxes need to be purchased for the following:
 - Torches (one large lidded box)
 - Fabric (one large lidded box)
 - Archive material (archive storage boxes in consultation with Bruce and Helen Mainka)
 - Raffle tickets (large lidded plastic boxes, taped down)
 - Flags (used by Kindergartens) (one lidded plastic box)

RECOMMENDATIONS FOR STORAGE AREA

- A sensible floor plan is worked out at to allow easy access of everything whilst maintaining vehicle access to space.
- Seek the donation or purchase of a couple of old wardrobes (converted with shelves) or large cupboards for storage of smaller items and to act as a barrier between BEF storage and Advertiser storage.
- Change over cardboard archive boxes to plastic archive boxes as quickly as funds and human resources allow.
- Construct suitable shelving against the back wall to store archives.
- Purchase suitable archive quality storage for photographs and slides (consult with Bruce and Helen Mainka)
- Create areas in the middle of the space that can be used to sort things and open things out, off the ground whilst being easily moved to allow vehicle access. Not possible with CYG items in the shed.
- Create enough storage and shelving to accommodate material from future events.
- Schedule regular working bees well in advance for allow Committee members to forward plan and mark in their diaries
- Rationalise each year before and after Easter to minimise unnecessary purchases and the accumulation of 'stuff'.
- Start an archive box for each year, keeping one good example of various items. (Consult with Bruce and Helen Mainka)