

ABANDONED ITEMS & FURNITURE

When furniture and other items are left unattended in the common areas of ANCA grounds, steps will be taken to remove them. Abandoned furniture and other items are unsightly and can be potentially hazardous if they affect the flow of walkways or block access to emergency exits. Each tenant is responsible for maintaining safe workspaces and common areas.

Instances of abandoned furniture or items will be addressed quickly in writing. The tenant will be requested to remedy the situation within 14 days after which ANCA will remove the item/s from the property at cost to the tenant responsible.

If a tenant wishes to give away an item of furniture, they may do so by putting the item out in the common area and clearly labelling it as such. The 14 day time frame still applies but a letter will not be produced demanding the item's removal. If the item is still there beyond the 14 days however, a letter will then be issued notifying the tenant of ANCA's intention to remove the item at the expense of the tenant responsible.

Tenants of Dickson wanting to give away items should be aware of exhibition openings and ensure that the common areas are kept clean and tidy for those events. Items to be given away or sold should not be in the common areas during exhibition opening events. If items are left unattended on exhibition opening dates, they will be moved to a suitable location before disposal and the costs charged to the tenant responsible.

Any costs for removal of items or clean-up of areas will be listed as an item in the tenant's monthly account.

Appendices Appendix A: Abandoned Items Letter - Sample



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Appendix A

Tenant Name
Tenant Address

22nd January 2014

Dear Name,

It has been drawn to our attention that you have moved the items listed below into the common area of ANCA's Dickson campus.

- Desk
- Swivel Chair

If the items are not removed from the common space within 14 days of this notice, ANCA will take necessary action to remedy the situation and dispose of the items, the cost of which will be charged to you.

We look forward to a speedy resolution to this issue. Please contact the office ASAP if you have any questions regarding this matter.

Thanks

Elizabeth Curry
Arts Administrator
ANCA Inc.
On behalf of the ANCA Board of Management