

23 GRENFELL St

Property Layout

Cranbrook WA 6321

-34.2933035, 117.549912

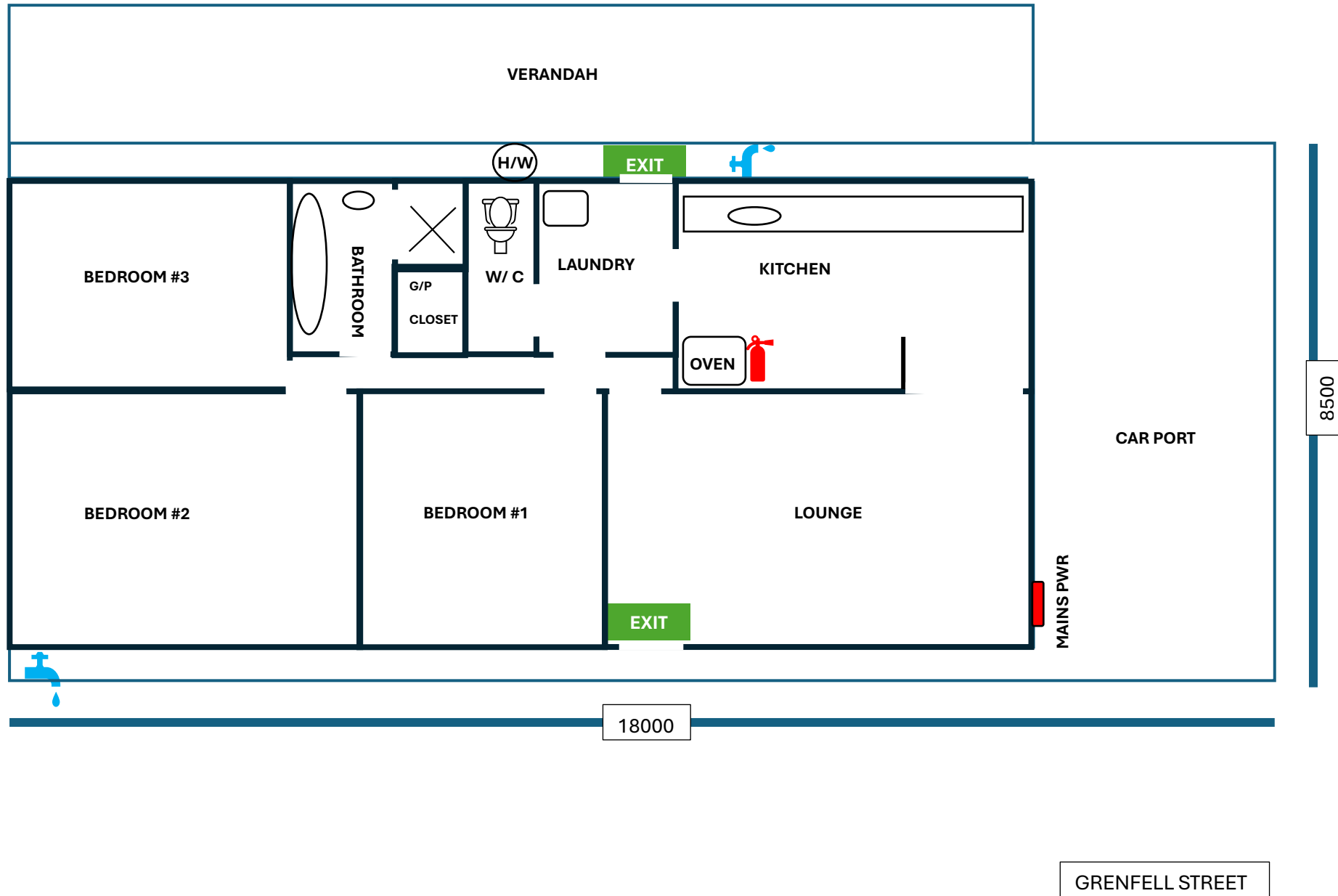


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House Floor Plan



MANAGEMENT PLAN

1. PROPERTY ADDRESS: 23 Grenfell St, Cranbrook WA 6321

2. PROPERTY MANAGER DETAILS:

Name: Kristy St Jack

Address: 46 MOSGIEL rd, Cranbrook WA 6321

Phone Number: _____

Mobile: 0427785225

Email: admin@cbkhaulage.com.au

3. DETAILS OF RESERVATION ARRANGEMENTS (PLEASE TICK ALL APPLICABLE):

- Internet (please specify) possibly use Air B&B__
- Property Manager Kristy St Jack
- Other (please specify) Looking at using Ray White Mt Barker property management

4. DUTIES OF PROPERTY MANAGER:

- Supply, readily visible in the kitchen, dining or living area of the house, the Code of Conduct, the Management Plan and the Fire and Emergency Plan;
- Ensure guests are aware of the the Code of Conduct (Annexure A), the Management Plan and the Fire and Emergency Plan (including the Fire Evacuation Route);
- Ensure that an A3 laminated copy of the Fire Evacuation Route Plan is displayed in a prominent place near a front or back door, living area or kitchen of the house.
- Ensure that the maximum number of people staying overnight for each booking of the premises is consistent with planning approval conditions;
- Maintain a record / register of all bookings, available for inspection by the Shire of Cranbrook upon request;
- Ensure the premises are clean and maintained to a high standard;
- Ensure bed linen is clean and replaced upon tenant vacation; and
- Ensure rubbish and waste disposal bins are put out and collected as required.

5. MAINTENANCE AND ACCESSIBILITY

Who will be responsible for ensuring that a fire extinguisher will be provided?	Kristy St Jack, extinguisher and fire blanket is mounted within 500mm of oven
Who will inspect the premises regularly to ensure that the smoke alarms and fire extinguisher are in working order?	AT Electrical has completed inspection of electrics including smoke alarm 21/5/2024. Next Inspection 1/6/2025 Fire Extinguisher supplied with expiry date to be logged
What arrangements are in place for cleaning the house before each booking?	Kristy St Jack (and or a cleaner yet to be hired) will conduct WEEKLY cleans whilst property is teananted and a vacate clean will be conducted with in 24hrs of vacation of property. A Pre-Occupy inspection will be conducted within 12hours of new occupation
Is there a working outdoor hose available to guests?	Yes x 2, one front and one back of premises. Please see house plan for exact location
If windows are fitted with locks, are the keys provided to guests?	NO window locks
Are guests given keys to all external lockable doors, including security doors?	TWO external lockable doors both front and back. Keys will be provided to ALL
What arrangements are in place for maintenance of external yard areas?	Kristy ST Jack will conduct yard maintenance inspections. Yard will be mowed every 3-4 weeks. Weed and pest control will be conducted as needed.

6. COMPLAINTS PROCEDURE BY PROPERTY MANAGER:

- All Guests will be provided with a Code of Conduct.

see Grenfell Code of Conduct document

Kristy St Jack will be first point of contact for complaints and emergency. Kristy lives with in 10kms of property.

If Kristy is not with in the Cranbrook Shire whilst guests are in the property a suitable local replacement point of contact will be provided

Mobile number will be provided to both the person booking accommodation and guests on the property.

The shire has permission to provide Kristy St Jack mobile number 0427785225 to Cranbrook residents wanting to resolve any issues

Complaints in writing can be addressed to [email admin@cbkhaulage.com.au](mailto:admin@cbkhaulage.com.au)

Or via PO BOX 16 Cranbrook WA 6321

**MANAGEMENT PLAN – ANNEXURE
CODE OF CONDUCT FOR GUESTS**

PROPERTY ADDRESS: 23 Grenfell St, Cranbrook WA 6321

The following Code of Conduct governs guest behaviour and use of the property. All guests are to follow the Code of conduct for themselves and any visitors they allow at the property.

GUESTS:

- A responsible adult (over 18 years of age) shall be on site at all times when children are present.
- No unauthorised people are permitted to stay overnight.
- There shall be a maximum of 6 guests on the property at any one time.

NOISE AND NUISANCE:

- Guests are not to cause or permit nuisance at the property.
- This includes excessive noise, disruptive behaviour or anti-social behaviour.
- Noise should generally cease after 9.00pm Sunday to Thursday and 10.00pm Friday and Saturday.
- The property manager may contact any guests where noise levels are deemed unacceptable.

VEHICLE PARKING:

- Guests shall park all cars and any trailers, caravans or boats on the property at all times.
- Guests shall not park on the verge or on the street outside of the property.

PREMISE CONDITION AND CLEANLINESS:

- It is all guests responsibility to leave the premises in a clean and tidy condition upon vacating.
- All fittings and chattels are to be left in their original condition and position that they were in at the beginning of each stay.
- Guests are to notify the Property Manager of any damage or disrepair within 24 hours of this occurring.
- Any damage repairs or excessive cleaning that is attributed to guests stay will be paid for by the guests.

FIRES:

- **No candles or open fires are permitted on the property.**
- **All guests should read the Fire and Emergency Response Plan.**
- **The tenants agree to all Shire regulations, and fire limitations.**

RUBBISH DISPOSAL:

- All rubbish is to be placed in the bins provided.
- Guests are responsible for taking out the outdoor rubbish bin where their stay coincides with collection days.
- Your collection day is: **6am MONDAY**

KEYS:

- At the end of your stay please:
 - Lock the premises (including all doors and windows) and return the keys to the property manager:
 - Leave the keys on the dining table or kitchen bench and lock them in the house:
 - Other (please specify) replace keys into KEY LOCK BOX located near the back door

TERMINATION OF ACCOMMODATION:

The Property Manager reserves the right to terminate accommodation if guests are found to have contravened any part of the Code of Conduct.

When a verbal warning has been issued the tenant must rectify the issue at hand immediately.

Accommodation booking can be terminated at the discretion of Management with 2hrs notice.

No refunds will be made where termination is made due to a breach of the Code of Conduct.

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EMERGENCY EVACUATION MAP

POLICE 000

AMBULANCE 000

FIRE 000

Local radio frequency

558AM

In an emergency dial 000

