

Moving In or Out of The Guardian

Welcome to The Guardian! Our building, constructed in 1918, was once the tallest in New Zealand and has a rich history. It has housed the offices of the New Zealand Insurance Company Limited, the Auckland Stock Exchange, commercial offices, and a working bank vault that remains in use today. By moving in, you are becoming part of an iconic piece of New Zealand's architectural heritage.

Getting StartedTo ensure a smooth move, please book the lifts in advance and download the MyBOS building management app. Registering in the building system is required under the building regulations.

Health and Safety Guidelines

Keep hallways and doorways clear to prevent hazards. You and your movers are responsible for maintaining safety. Ensure that no doors are left open unattended. Propped doors will be unpropped by residents for security. Homeless individuals may enter if doors are left open, so please stay mindful of your belongings. Please familiarise yourself with the building rules (available on PDF from your property manager or real estate agent) before you move in. A condensed version of the rules is available to read on the wall of the mail room on Level 2.

Moving Hours

The loading zone in front of the building is monitored by Auckland Transport and is limited to 15 minutes. It is unavailable during bus lane hours (7 AM–10 AM and 4 PM–7 PM, Monday to Friday). Weekends are ideal for moving via the Queen Street side, but lift bookings must be arranged with the building manager if necessary.

Parking

Refer to the “Parking at The Guardian” PDF on our website for parking access details. We recommend hiring a moving team to assist with the process.

Entry & Security

Swipe tags are required for entry—your landlord, property manager, or agent will provide these. If the fire alarm sounds, all doors must be closed immediately to contain smoke and fire. Protecting the Building Ceilings are low, and fire sprinklers protrude. Hitting a sprinkler can be costly, so please take care. Movers should have liability insurance in case of accidental damage.



Size Limits for Moving Items

The maximum size for items in the lift is 2m. Anything longer than about 2.2m may need to be carried up the stairwell. Some furniture may fit in the stairwell but not through apartment doorways—please check measurements before moving.

Lift Usage

The lift must be booked in advance for moving if you need them to be quilted for heavy or large objects with sharp edges that might scratch the oak panelling. Lifts 1 and 2 on the Queen Street side are a significant part of the Heritage character of the building and must be treated with care. The building manager may assist with operating the lift to keep doors open for ease of movement. Lift 3 (closest to the Mills Lane entrance) is permanently lined with carpet but is smaller than Lifts 1 and 2. Timing, the type of items you will bring, the side of the building your new apartment is located and traffic situations all impact which lifts will be best suited for your move in. Please ask building manager if you have any questions.

Packing Materials & Rubbish Disposal (strictly enforced)

Dispose of packing materials in the rubbish zone on the Mills Lane footpath after 5 PM. Flatten all cardboard before disposal. Polystyrene is not collected. Junk disposal companies such as Junk 2 Go or Junk Run can assist with items outside the building's disposal limits. All rubbish guidelines are clearly stated on the back door at the Mills Lane exit. (The Mills Lane door is on Level 2, two floors higher than the Queen Street entrance.) You will be requested to dispose separately of any items that are outside the Auckland Council official collection scope shown on the Mills Lane back door. Cameras operate in this area.

Cleaning & Final Checks

Be mindful of the heritage lifts and hallways. Once you've finished moving in, vacuum common areas to remove any debris. The building manager will inspect for damages, and repair costs may be charged to you if needed. No storage areas are available within the building or basement. Cameras operate throughout the common areas of the building so the source of any new damage can be easily identified.

Building Induction

The Building Manager will contact you in the first days of your time at The Guardian to book an agreeable time for you to be shown through the building so you are familiar with the security expectations, rubbish procedures, emergency protocols and general matters to ensure you get the best out of the building.

We appreciate your cooperation in keeping The Guardian a safe and welcoming place for all residents. Enjoy your new home!

Building Manager
Contact: 027 677 1974
manager@theguardian.org.nz

MyBOS QR codes for downloading to your smart phone —

Android:

iPhone:

