



# WELCOME TO ATLANTIS - AQUARIUS

Toronto Standard Condominium Corporation No. 1848

## INFORMATION FOR NEW RESIDENTS

First of all we want to welcome you to your new home. Atlantis - Aquarius is a condominium consisting of 578 residential suites located at Fort York Boulevard and Fleet Street.

We are privileged that your Board of Directors has chosen **Harmony Management Ltd.** to manage the condominium corporation's affairs of Atlantis - Aquarius. Harmony Management is a leading condominium property management company in Ontario.

Our services are centralized to ensure that our clients receive the experience of the Harmony Management Team. At Atlantis - Aquarius we have an on-site management office located on the ground floor which is staffed with a full-time property manager and an assistant property manager during regular business hours. Should you have an emergency after hours we have a live call in service to assist you. If you cannot visit us in person, we are a phone call, email or letter away. If you have a question just ask us.

Both new and experienced condominium homeowners can get overwhelmed by the documentation that they receive when they purchase their suite and the documents they receive from their lawyer at closing. We urge you to take the time to read those documents, as they are extremely important to your success as a condominium owner.

This welcome package has been designed to provide you with helpful information to get you more acquainted with the complex, to assist you with your move-in and deliveries, better understand how things run and work, and the do's and don'ts within the Atlantis - Aquarius community. For your convenience the next section contains a list of telephone numbers for easy reference. Please take some time now to read through this package and get familiar with what property management will do on your behalf, how the concierge can assist you, details regarding the amenities, common area rules, policies and procedures, and proper maintenance of the equipment in your suite. While we all hope they never occur we have also provided you with information on how to deal with fire emergencies.

Also attached are a number of forms for you to complete and return to Property Management directly or via the Concierge.

The maintenance section breaks down the roles of unit owners and property management in regard to who is responsible to maintain and repair what is inside your unit. If you are not sure, submit a service request and we can advise you. All warranty and service requests must be made in writing by email or written correspondence to Property Management. Service request forms are available at the Concierge desk, or from the Property Management office.

If you are an owner and leasing your unit please pass along this information to your tenant along with a copy of the Declaration, By-laws and Rules to assist your tenant with their new living accommodations. If you are a tenant please ask your landlord for a copy of the bylaws and rules.

We hope that the information enclosed will provide helpful, useful and enjoyable reading for you and we welcome you to your new home and community. If you have a question, just ask us, as we are here to assist you in making Atlantis an enjoyable place to live.

As Agent for and on behalf of  
Toronto Standard Condominium Corporation No. 1848

Carlos Branco  
Property Manager

Virginia Afanase  
Site Administrator



## **CONTACT INFORMATION:**

### ***Harmony Management Ltd.***

#### **On-Site Office:**

Tel: 416-366-9200

Fax: 416-366-9127

Manager: Carlos Branco

Email: cbranco@harmonymgmt.ca

Site Administrator: Virginia Afanase

Email: vafanase@harmonymgmt.ca

#### **Head office:**

2351 Royal Windsor Drive, Unit 5  
Mississauga, Ontario | L5J 4S7

### **Harmony Management 24/7: 905-566-0308**

Phone: 905-566-0308

Website: [www.harmonymgmt.ca](http://www.harmonymgmt.ca)

#### **Concierge Desk (24/7):**

416-815-8050

#### **Building Address:**

231 Fort York Boulevard,  
Toronto ON M5V 1B2

#### **Emergencies – ambulance, fire & police:** Tel: 911

#### **Poison Control:**

Tel: 416-813-5900

#### **Crime Stoppers:**

Tel: 416-222-8477

#### **Police non-emergencies:**

Tel: 416-808-2222

#### **Priority Submetering Solutions (Hydro):**

Tel: 1 866 836 3837

Website: [www.prioritymeter.com](http://www.prioritymeter.com)

#### **City of Toronto:**

Website: [www.toronto.ca](http://www.toronto.ca)

#### **Canada Post:**

Website: [www.canadapost.ca](http://www.canadapost.ca)

#### **Rogers:**

Tel: 1-866-902-9534

Website: [www.rogers.com](http://www.rogers.com)

#### **Telus:**

Tel: 416-883-3550 or 1-866-876-2489

Website: [www.telus.ca](http://www.telus.ca)

#### **Toronto Transit Commission:**

Website: [www.ttc.ca](http://www.ttc.ca)

#### **Go Transit:**

Website: [www.gotransit.com](http://www.gotransit.com)

#### **Atrens Counsel Insurance Broker:** Packages)

905-567-6222 (Condominium Owner and Tenant Policy

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## 1. PROPERTY MANAGEMENT

**HARMONY MANAGEMENT LTD.** has been retained to manage your condominium corporation. The Property Manager will deal with the day-to-day operations and condominium related concerns of the residents. Property Management is accountable to, and takes direction from the Condominium Corporation's Board of Directors and is directly responsible for the maintenance, appearance and upkeep of all the Common Elements throughout the property. The Property Manager also carries out the supervision of any on-site cleaning, Concierge personnel and trade suppliers. If you experience any problems with the property or on-site personnel, please contact the Property Manager.

There is an on site Property Management office that will be available during office hours (9am- 5pm). To reach the assigned Property Manager, please **call 416-366-9200 or by Fax 416-366-9127**. The on-site office is located on the ground floor.

If you have questions or an emergency after regular business hours and require Management personnel, please contact the Harmony Management Ltd. emergency line at **905-566-0308** and follow the instructions. The operator will know how to contact the on call manager. For all general emergencies, please contact 911 directly. You can also contact the concierge desk at 416-815-8050.

**Your Property Manager is Carlos Branco**, and may be reached by phone at the on-site office at **416-366-9200** by fax at 416-366-9127 or by e-mail: [cbranco@harmonymgmt.ca](mailto:cbranco@harmonymgmt.ca).

## 2. RESIDENT INFORMATION

It is imperative for your safety and security that anyone who has not yet done so completes a **Resident Information Form**, which supplies pertinent confidential information to your Property Manager. It is also important that this information be kept current. For your convenience we have attached a form to this handout. We respectfully request that you complete it and return it to Management or to the Concierge Desk at your earliest convenience. **Please rest assured that all Resident Information is held in the strictest confidence. We have included our Privacy Policy in this package for your review.**

## 3. CONTACTS

### Property Management

The Management Office is located on the ground level just in front of the Security Front Desk. Management Office business hours are:

Management office hours: 9:00am- 5:00pm  
Management Office's Phone Number: 416 366 9200 & Fax 416 366- 9127  
Security Front Desk's Phone Number: 416 815- 8050  
Elevator Bookings: 416 815 8050

**Emergencies** after business hours, call the emergency number 1-855-244-8854 and the operator will contact a Property Manager or the appropriate party.

**Move-ins, move-outs and deliveries:** All move-ins, move-outs and deliveries must be pre-booked with the Concierge desk.

Monday to Sunday	9:00 a.m. to 12:00 p.m.
Monday to Sunday	1:00 p.m. to 4:00 p.m.
Monday to Sunday	4:00 p.m. to 6:00 p.m.
<u>No moving or deliveries on Statutory holidays.</u>	

**Booking amenities:** Contact the Security desk at 416-815-8050 to pre-book amenities i.e. multi-purpose room, billiard room, media/theatre room, guest suite, etc.

**Concierge:** The Concierge is available 7 days a week, 24 hours per day at 416-815-8050

**YOUR OWN REPAIR PERSON:** You will be required to contact your own repair person for anything that is not part of the common elements (and therefore the responsibility of the Condominium Corporation). If you are not sure what is or is not a common element contact the management office or fill out an action alert form (maintenance request) at the concierge desk. If you are not sure what contractor to use the management office can recommend one that works in the building regularly but we cannot be held responsible for any liability should an issue arise. As an owner if the part/piece/area is not common element and therefore your property you are free to use whatever contractor you like as long as they adhere to the by-laws, policies and rules of the Corporation.

#### 4. **BOARD OF DIRECTORS**

The Board of Directors is responsible for managing the affairs of the Corporation and enforcing the Declaration, By-laws and Rules (the governing documents, along with the Condominium Act). Board of Director positions are strictly volunteer and the positions are voted by owners at the Annual General Meeting (usually held in September). If you are interested in joining the board drop by the management office and we can explain when, what and how.

To contact the Board of Directors, please send all communication via Property Management.

#### 5. **CONCIERGE**

The Concierge staff is on duty 24 hours a day, seven days a week. The Concierge reports to the Property Manager.

Concierge can accept some deliveries on your behalf. Only parcels that are a reasonable size and weight will be accepted by the concierge. The Concierge staff will accept no perishables or registered mail due to liability concerns and cannot leave the desk to bring a parcel to you. You must sign a liability waiver absolving the Concierge and Property Management of any responsibility for loss or damage. A parcel waiver has been attached. Please complete and drop it off to the Concierge at your convenience.

**The concierge will not accept, hold or keep keys for any reason. If the concierge believes that you are passing keys through them hidden in envelopes, parcels etc., they will not accept.**

Concierge monitors from time to time the building's video cameras while on duty and will notify the Police or Fire Department should there be a concern. Otherwise the alarms are monitored off-site. During a fire alarm the Concierge is responsible for meeting the Fire Department and advising them of the nature and location of the emergency. They will provide the Fire Department with a set of master keys and a list of residents requiring assistance. Should you require assistance in the event of an emergency please complete the appropriate section on the Resident Information Form attached and submit it to the Concierge.

If you are booking telephone and cable TV connections, please ensure that you advise them to have their technicians do their service at the building during 8:00 a.m. and 8:00 p.m. from Monday to Saturday. The Concierge will allow these technicians access to the building's telecommunications room, but not into your suite.

#### 6. **CLEANERS**

The Cleaners are responsible for cleaning the common areas of the building and moving the garbage bins in and out of the loading areas for pickup.

**Please note: The Cleaners have not been retained to do any work within your suite.**

## 7. MOVING AND DELIVERIES

Moving and deliveries are not allowed except with prior written authorization of the Board of Directors, moving and deliveries shall be permitted only between the hours of 9:00 a.m. and 6:00 p.m. Monday to Sunday (except statutory holidays). You must complete an "Elevator Reservation Agreement" form. You must book the elevator with the Concierge. A refundable deposit of \$250.00 is required at the time of reservation and the funds may be in the form of personal cheque for move-ins and deliveries and must be in the form of certified funds for move-outs. You can obtain a form from the Concierge or the Management office.

Moves and deliveries must be booked with the Concierge at least 72 hours in advance so that the elevator may be protected with moving blankets. **Reservations for moving are made on first come, first serve basis and are especially in demand around the end and start of each month.** The delivery person must contact the Concierge to have the elevator placed on service upon arrival at the site.

It shall be the responsibility of the owner through the person reserving the service elevator to notify the Concierge and to request an inspection of the service elevator and adjacent common elements immediately prior to using the elevator. Upon completion of moving into or out of the building or the delivery, the owner reserving the service elevator shall forthwith request an immediate re-inspection of the service elevator and affected common elements. Any damage noted during the re-inspection and not noted on the initial, inspection shall be deemed to be the responsibility of the owner of the suite and the person reserving the service elevator. The Property Manager as soon as possible following the moving shall assess the cost of repairs, which shall include the cost of any extra cleaning, or damage and the parties responsible shall be advised.

During the term of the reservation and while any exterior doors are in an open position, the owner or person reserving the service elevator shall take reasonable precautions to prevent unauthorized entry into the building. Corridors and elevator lobbies shall not be obstructed prior to, during or after the term of the reservation.

We request however, that you be considerate of your neighbours. Please ask the delivery/moving people to remove all cardboard and boxes from the site. All moving material must be broken down and deposited into the cardboard/paper-recycling bin, located in the moving room on Ground floor.

## 8. ENTERPHONE SYSTEM

Lobby Calls from the enterphone systems are limited to 60 Seconds and then the call is disconnected. The lobby directory panel provides the Resident's name for visitor reference. Your guest just needs to push the call button and the system will connect the visitor to the Resident. In order to allow entry, you must press # 9 on your telephone dial pad. Be sure to give your visitor your suite number, as it is not identified in the lobby. Please contact the Concierge if your name is not properly posted on the entry board. The enterphone systems are located in the north and south main entrances.

You can have a landline or cell phone entered into the enterphone system. If you choose to use a cell number, the resident is responsible for all cellular call charges and costs, not the Condominium Corporation. You must complete the attached Entry Phone Form and return it to the concierge to be listed on the entry phone.

## 9. VISITORS AND VISITORS PARKING

There are designated visitor parking spaces located in the underground parking garage. Owners/Residents **are not** permitted to park in the designated visitor parking spaces.

If your visitors are planning to park in the underground garage, they must register with the Concierge at all times. At all times they must obtain a Visitors Parking Permit from the Concierge. Any owner or resident applying for a Visitors Parking Permit will provide to the Concierge the information required. The Visitors Permit may be used only by the bona fide visitor or guest of the resident applying for same. Visitors Permits are valid for the vehicle, times and dates, stated on the face thereof, and as registered with the Concierge. Visitors Parking Permit must be in a fully visible position on the left hand side of the dashboard.

All day and night parking violation patrols are in effect to ensure compliance with these rules. Non-compliance will result in vehicles being tagged with parking tickets or towed at the owner's expense. These parking tickets are issued under authority of the Toronto Parking Authority.

#### 10. **ACCESS CARDS/GARAGE REMOTES**

Each suite owner will have a maximum of two (2) fob/access cards per unit which provide easy access to the exercise room and main entranceways and one (1) garage remote per parking space.

If you lose a fob/remote card or it is broken, notify the Concierge or Property Manager immediately and they will issue another one at a cost of \$50.00/ fob and \$75.00/ garage remote. Please note that there is no warranty or refund policy for fobs or garage remotes.

The garage door entrance is intended to allow only one vehicle entry at a time. Any driver entering behind another vehicle without using the garage remote runs the risk of damaging their vehicle and/or the common elements. Please use the fob/remote card at all times, even if the garage door is in the open position, in order to reset the timer and to avoid any damage.

#### 11. **MAIL BOX KEYS**

They are for opening your suite's mailbox located in the lobby. It is essential that your keys be kept in a safe place. Should you lose your mailbox key, notify Property Management or the Concierge. They will instruct you on how to obtain additional keys. Replacement of the lock has a cost of \$40.00. Please note that Management does not retain copies of your mailbox keys.

#### 12. **SECURITY FEATURES**

Located throughout the garage and common areas of the building you will find Air Phone 2-way voice communication system that is connected to the Concierge desk. There are also Panic Alarm pull stations located throughout the garage. When activated an alarm is sent to the Concierge desk. Concierge will identify the location of the alarm and respond by contacting the necessary authorities, should this be requested. In the event of an emergency situation the signal will be transmitted to the monitoring station, which in turn, will contact the proper authorities.

#### 13. **OPENING OF SUITE DOORS**

The Concierge cannot open your suite door under any circumstances, either for yourself or guests. If you have lost your suite keys the concierge or management office can provide you with a phone number for a locksmith. **All suite doors are required to be keyed to the building master key so that we can access your unit in case of an emergency. If your suite is discovered not to be on the master key we will give you notice and a deadline for when it must be changed. If this deadline passes and this has not been done, the corporation will have the lock changed and charge back the unit owner for the cost.**

#### 14. **VACATIONS AND OTHER ABSENCES**



Please notify the Concierge if you intend to leave your suite unattended for extended periods of time and include in the information names of people authorized to enter your suite, as well as a contact person that we could call in case of an emergency.

We also suggest that you shut off the water supply to your suite prior to leaving. The main water shut-offs are located in the coat closet. In most cases the water supply for your entire suite can be shut off from this one location.

#### 15. **CORPORATION DOCUMENTS**

Your legal counsel should provide you with your Declaration, By-laws and Rules when you take possession of your suite. Please contact Property Management if you do not receive a copy. Management will charge a \$20.00 per hour administration fee plus twenty-five (25) cents per photocopy for copying services. Copies can also be emailed to you. The Board of Directors is permitted to modify the rules for the Condominium and may institute new rules from time to time. You will be informed in writing if this occurs.

#### 16. **COMMON ELEMENT ASSESSMENT PAYMENTS (CEA)**

Upon registration of the Condominium Corporation and final closing of your unit you will be advised by your lawyer to make arrangements for payment of the Common Element Assessment Fees. CEAs are due and payable by the owner to the Corporation on the first (1st) day of each month. Owners should complete the **Pre-authorized payment plan** form supplied by your lawyer and submit it to the Harmony Management Residential office or provide post-dated cheques for the entire fiscal year. Instructions for use are on the form.

The Corporation will charge an owner an administration fee of \$25.00 for any returned cheques or pre-authorized debits. Pre-authorized debits are cancelled if an owner's payment is returned twice in a row. The owner is then responsible for providing guaranteed funds (certified cheque or money order) for the next six-month period to re-establish a good credit rating. At that time, the pre-authorized debit will be reinstated. To start or stop a pre-authorized debit from a bank account the office requires two weeks written notice, prior to the first of the month.

When an owner fails to make their CEA payment the Corporation must take steps to enforce their lien rights as per the Condominium Act, 1998. A lien is a claim or charge against property for the payment of a debt or obligation. A lien for Common Element Assessment fees may be enforced in the same manner as a mortgage. The lien covers not only the unpaid common expenses and interest, but also "all reasonable costs, charges and expenses incurred by the Corporation in connection with the collection or attempted collection of the unpaid amount". The Corporation is obligated to send a "Notice of Lien" known as a Form 14 to all owners prior to registration of the lien. The cost to send this notice, currently \$150.00 plus applicable taxes is charged to the defaulting owner. To avoid any charges please make your payments as required.

#### 17. **UTILITIES – HYDRO, GAS & WATER**

Hydro-electricity will be provided to each suite on a separate meter directly from Priority Submetering Solutions. **All owners must submit a Resident Billing Enrollment Form directly to Priority Submetering Solutions at the time of their closing date.** If you lease out your suite, the invoices will be sent to the unit owner not the tenant, unless written authorization has been given by the owner directly to Priority Submetering Solutions, Priority can be reached at 1 866 836 3837, fax number: 905 837 6578, email: info@prioritymeter.com. The cost of all water and gas consumed, whether on the Common Elements or individual suite is paid for by the Condominium Corporation and are "Bulk Metered".

Please do your part to help conserve energy and water. The cost of utilities represents a significant portion of the monthly Common Element Assessment Fees.

## 18. COMMUNICATION

Newsletters and bulletins are issued periodically. Check the notice board located in the mailroom, elevators and vestibules.

## 19. MAIL DELIVERY

All residents must pick up their mail from the mail box located in the mailroom on the ground floor. Building Staff are not allowed to pick-up or hold your mail.

If you will be away for extended periods of time please contact Canada Post directly to hold your mail.

## 20. WASTE MANAGEMENT: GARBAGE/RECYCLING/ORGANICS

We request that you be considerate of your neighbours, and only use the waste management chute between the hours of 8:00 a.m. and 10:00 p.m. Your waste management system is equipped with a bi-sorter. There are two chutes located in each chute room – one for household waste and organics, and one for recycling. **If your unit is located in the low-rise section of Atlantis - Aquarius you have only a household waste chute but a recycling bin has been provided in the loading dock for your recyclables. This bin is emptied daily.** Please ensure you push your bags/items/materials completely down the chute. Do not leave any materials on the chute room floor.

Please note that the waste management chute is only about two feet wide, so please do not put oversize items into it or else the system will back up. Cleaning of the chute is time consuming and can be expensive. If it is proven that garbage from your suite clogs the chute, your suite may be charged the repair costs.

**DO NOT put large pieces of cardboard or bags into the chute, as it is possible to cause a blockage.** Kindly take the material down to the recycling room located on ground floor and manually dispose of it in the appropriate bin. Cardboard boxes must be broken down prior to disposal.

All large items for disposal must be discussed with Concierge prior to disposal.

Please refer to instructions posted in the chute rooms, and for more details you can visit the City of Toronto's website regarding waste management: [www.toronto.ca/garbage](http://www.toronto.ca/garbage)

## 21. PARKING

We would like to remind you to lock your vehicle at all times and avoid leaving valuables inside. When entering or leaving the premises, please operate your vehicle at a speed not in excess of 10 Km per hour and adhere to all posted signs. **Residents are allowed to park in their own parking unit/s only.** Please ensure you are parked in the correct numbered unit. The units are marked in accordance with the legal description.

Vehicles parked in unauthorized units will be ticketed and/or towed at the owner's expense. Please ensure the management office has your correct license plate number. Parking will be strictly enforced. In the event that you are unable to park in your designated spot for whatever reason, please contact the management office for an alternative parking arrangement. Do not park in another unit, parking spaces are the property of individual unit owners so your vehicle can be towed at their discretion. **Parking tickets will not be reimbursed or cancelled.**

## 22. VEHICLE ENTRY PROCEDURES

There are three levels of underground parking.

A garage remote is required to enter and exit the garage. The remote may be obtained from the Management Office. One remote is issued for each parking space and there is a \$75.00 charge. The

resident is responsible for replacing the garage remote battery. The Corporation will not issue refunds for garage remotes for any reason.

You must press both buttons on the remote to access the garage. Button number one (1) will open the garage door and button number two (2) will open the gatearm.

We would like to remind you to lock your vehicle at all times and avoid leaving valuables inside your vehicle. When entering or leaving the premises, please operate your vehicle at a speed not in excess of 10 KM/H and adhere to all posted signs.

Parking is strictly prohibited in fire routes, delivery and garbage pick-up areas.

Always use your own parking spot. Car repairs are not permitted in parking spaces below ground. Security is authorized to ticket and/or tow unauthorized vehicles at the owner's expense. Please ensure that Security has your correct license plate number. Parking rules are strictly enforced.

In the event that you are unable to park in your designated space for whatever reason, Please contact Security for alternative parking arrangements. Do not park in another space unless authorized to do so. Parking tickets may not be nullified or cancelled.

### 23. **PARKING GARAGE**

A sealant is installed on the garage floor, which prevents water and road salt, brought into the garage on vehicles, from penetrating into the cement. These contaminants can cause structural damage to the garage floor and foundation.

If oil leaks or spills of any kind occur, please clean them with soap and water or place an absorbent material on the spot to soak up the spill and clean the area at a later date. Leaks left for any lengthy period of time may result in damage to the garage surface. It is the financial responsibility of the owner of the parking unit to return this surface to its original condition. Repairs to the membrane are expensive and a few minutes of your time could avoid this unnecessary expense.

Vehicle repairs, oil changes and storage of non-functional vehicles or other items are not permitted in the parking units. Parking units are for vehicles only and are not to be used for storage of any other articles. Items left in the parking garage will be removed and may be discarded without notice.

### 24. **BICYCLES**

Bicycles should be stored in your personal bicycle storage unit. Please do not bring bicycles through the lobby or onto the elevators.

If you wish to purchase a Board approved bicycle rack to be installed in your parking stall please contact Property Management for further details.

### 25. **IN-SUITE AIR CONDITIONING AND HEATING UNITS**



### **Protect Your Investment**

The Condominium Corporation arranges for semi-annual cleaning and filter replacement for your in-suite heat pumps. We will provide you with advance notice when this will happen. We will access your unit using the master key; contractors will be escorted by a member of the building staff at all times inside

your unit. On these occasions please make sure that any furniture or items that are blocking the access doors are moved away otherwise your unit will be skipped.

Your suite is equipped with one or more heat pumps. The room temperature is controlled by a thermostat which energizes the fan motor when heating or cooling is required. The speed of the fan can be set to suit individual owner preference but the unit will generally maintain the room temperature when operating on low speed.

Residents may use either heating or air-conditioning throughout the year.

In late spring, the suite may be kept cooler by closing your blinds or drapes, opening the windows slightly and turning on the bathroom and kitchen fan. The build-up of heat can be reduced by turning off unnecessary lighting and reducing use of the stove. A microwave oven produces less heat while cooking than the stove.

Remember, it is your responsibility to use your ventilation system properly to protect your home from stale air and moisture damage.

When away from home for extended periods of time set thermostats at:

15 degrees C in winter  
25 degrees C in summer

### **Thermostats**



Most people are unaware that they can damage their heat pump systems by improperly using their thermostats.

The first rule of thermostat use is to never adjust the temperature on the thermostat, up or down, unless the system switch on the thermostat is in the OFF position. Anytime you find it necessary to adjust your thermostat please follow these steps:

- a) Switch system to the off position.
- b) Make the necessary temperature adjustment.
- c) Wait at least two (2) minutes.
- d) Set the switch to the Heat or Cool position.

Failure to follow this procedure can short cycle the compressor. Short cycling can blow fuses, trip circuit breakers and if done often enough, can (and eventually will) destroy the compressor.

### 26. **WEATHER-STRIPPING**

The building has been engineered to have fresh air provided from the halls. **Do not install weather-stripping on the entrance door.** It can cause condensation, which deteriorates drywall and wood sills and creates mould that typically appears in the corners of drywall and on window surfaces.

### 27. **IN-SUITE ALARMS**

There is an in-suite security monitoring unit in all the suites. Concierge can monitor your in-suite alarm and should it be activated will make an effort to contact your suite. If they are un-able they will take further

action to identify why the alarm is going off and what action should be taken. Manuals for your in-suite alarm system are available through the Concierge or Management office.

## 28. **IN-SUITE LAUNDRY**



The lint trap in your machine should be cleaned after each load. There is another built-in lint trap to be serviced and it is located in the exhaust duct, ahead of the exhaust fan. This built-in trap has been installed to reduce the chance of escaping lint fouling the exhaust system.

To avoid blocked ducts, humidity problems and slow drying clothes, clear this trap after every load.

Ensure that the washer drain hose is correctly inserted into the drainpipe before using the machine.

Inspect washer hoses on a regular basis.

Make sure you turn hot and cold-water valves off when leaving your home for an extended period of time.

## 29. **IN-SUITE ELECTRICAL**



Your electrical panel circuit breakers are generally located in the main hallway of your suite. The main breaker that supplies electricity to your in-suite panel is located in a corridor electrical room. It is unusual for this breaker to trip. If this breaker trips your suite would be totally without power. If your suite is totally without power please check to see if the power supply to the building has failed. If other neighbours have lost power or the emergency hall lights are on then the building has lost power. If unable to determine the problem, please contact the Concierge or the Property Manager to investigate for you or to advise you.

Suite Electrical Failure: Each breaker is identified for its general purpose. In the case of electrical failure, first check this panel for a “tripped” breaker in the “off” position. To reset, push the breaker all the way “off” and then “on”. Please Note: have a qualified Electrician perform any electrical work.

## 30. **IN-SUITE WATER SHUT OFF VALVES**



Your suite valves are generally located in the coat closet by the front door. Please familiarize yourself with the location of these shut off valves. Ensure that these shut off valves are always accessible. If you are doing any plumbing modifications please remember that PVC piping is not permitted.

## 31. **WATER LEAKS**

In order to avoid possible water damage to the floor below, spills should be mopped up immediately and leaks repaired promptly. Should your taps be leaking, we urge you to repair them immediately as wasted water will increase our utility consumption and cost extra money. Should you experience a toilet overflow or leak of any

kind, or if you see water entering your suite, we ask that you contact Property Management immediately. If this occurs after business hours contact the Concierge or call Harmony Management at **905-566-0308**.

### 32. **CORRIDORS, DOORS AND SUITE DOORS**

Corridors may not be obstructed in any manner at any time by doormats, boot trays, strollers, shopping carts or any other objects. Items left in the common corridor will be removed.

Do not fix anything to a suite door e.g., door knockers, signs and decorations. You will be asked to remove these items or these items will be removed.

Doorknockers, seasonal decorations or signs on unit doors are not permitted. The suite doorways are a part of the common elements of the condominium corporation. Please rest assured that the corporation does decorate during the holidays to provide a festive atmosphere.

### 33. **KEYS**

At closing or when you lease your unit you should be issued two (2) suite entry door keys. Extra door keys can be obtained from "Locks Keys Replacement" at 416-597-1212. All suite door keys are on one master key, which allows Management to gain access in case of an emergency. Residents are not permitted to change the suite door lock.

Be aware that The Security Staff and/or any member of the building staff is not authorized to use the master key for locking or unlocking suite doors. We suggest that you either leave an extra key with a friend or neighbor, or hide one in your locker.

If you don't have your keys with you, the Security Staff will not let you in. Therefore, you will be required to call Locksmithers at 416-694-9825. Every occupant is responsible for their suite keys.

### 34. **NOISE**

All residents and their guests are requested to have consideration for their neighbours on all sides. Loud music, boisterous parties in overcrowded suites, uncarpeted floors, obnoxious conduct or an unwillingness to restrict such behaviour will result in action being taken by Property Management and the Concierge to obtain compliance. Please remember that you are living in a building with other people. Bumping, banging or drilling on walls or floors especially non-carpeted floors will inconvenience your neighbours. Do not let your suite door slam when closing. Please consider others when entertaining. Should someone show a complete lack of consideration of your right to peace and quiet, please call the Concierge desk and put your complaint in writing to Management. In emergency situations, call the Police directly and advise Property Management and the Concierge thereafter.

### 35. **MAINTENANCE/ REPAIRS**

All unit maintenance is the owner's responsibility; if you require maintenance work, please feel free to contact the contractor of your choice. If you would like to be referred to someone Property Management would be pleased to provide you with names and numbers of trade's people we have had favourable experiences with in the past.

### 36. **LOCKERS**

Ensure that all articles stored in lockers are kept within the space you have purchased. **Remember that you have purchased the locker space itself and not the area above or around the enclosure.** We encourage you to ensure that all items located within the locker room are kept elevated from the floor and/or have all items placed under a plastic cover. The condominium corporation is not responsible for any items

that are damaged as a result of water leakage. Stored items should be appropriately insured. The corporation is not responsible for any lost or stolen items.

Storage of gasoline, propane or any other combustible materials is not permitted.

37. **SOLICITING**

No business solicitation or canvassing is permitted, other than for political elections, within this condominium. Please contact the Concierge should a canvasser bothers you.

38. **BALCONIES, TERRACES AND WINDOWS**

No awnings or shades may be erected over or outside of the windows, balconies or terraces. Nothing may be placed on the outside of the windowsills or projections of any suite. Nothing may be thrown out of the windows or doors of the building or from the balcony or terraces. No mops or brooms, bedding etc. shall be shaken from any window or door.

Seasonal furniture is permitted on the balcony/terraces and must be removed and stored during the winter months.

Seasonal plants are permitted provided that they are contained in planters with drainage trays. For safety reasons hanging planters, and planters which over hang the balcony/terrace railing to the exterior are not permitted.

No lights are permitted to be strung or affixed the exterior walls of your balcony/terrace or railings.

No owner may lay carpeting or allow carpeting to be laid on the balcony and/or terrace area, set aside for the exclusive use of such owner.

Residents are not permitted to throw items over their balcony/terrace, such as, cigarette butts, pop cans, garbage, etc. Throwing cigarette butts over your balcony/terrace is a fire hazard.

The procedure for washing your balcony/terrace is with a damp mop only. No water is permitted to overflow from your balcony as it may cause damages and inconvenience to the units below you.

Residents are responsible for cleaning their accessible exterior windows and the interior side of the glass panels on their balcony/terrace railings. The corporation will be arranging for non-accessible exterior windows to be cleaned. Notice will be sent to residents when this work will be performed. The contractor will have to enter those suites that have roof anchors on their balcony/terrace so that they can clean the exterior windows below. If the resident is not at home, then the Property Manager will arrange for the Concierge, superintendent and/or cleaner to allow the approved contractor access to your suite to do the work required.

39. **SATELLITE DISHES**

The Condominium Declaration prohibits the installation of any antennae, aerial, satellite dish or similar structure.

40. **BUILDING COMPONENTS AND SERVICES**

**VENTILATION SYSTEM**

The central air system is comprised of Makeup Air Units (MAU's) located in the mechanical rooms of the tower. Each MAU consists of air filters, centrifugal fans, a gas-fired heating unit and a refrigeration unit with their heat exchanger coils. The MAUs discharge fresh, conditioned air into vertical ducts distributing the air through grills located on each floor by the elevator.

Each MAU's conditioned air is ventilated into the corridors to serve two main purposes:

- ◆ To maintain a comfortable temperature in the corridors at all times.
- ◆ To provide an adequate supply of ventilated air to all suites.

This flow of air was purposely designed to provide an adequate and reliable supply of ventilated air for all living suites by entering through the cracks at the edges of our entrance doors. This airflow provides a number of benefits including:

- ◆ Positive pressurized corridors to limit the spreading of smoke and fire from suites
- ◆ Prevention of stale air accumulation in each suite
- ◆ Prevention of most odours emitting into corridors
- ◆ Dissipation of odours, e.g. tobacco smoke, cooking odours, etc. within each suite
- ◆ Improved functionality of kitchen and bathroom exhaust fans
- ◆ Dissipation of any dangerous gases such as carbon monoxide within the suite

The ventilated positive pressure air from the corridors escapes into suites via the crevices around your front door. The air is then exhausted through bathroom and kitchen fans and duct work (even though they may not be operating) and other avenues of air leakage in each suite to the outside atmosphere.

**To maintain the integrity of the central air system, residents should not apply weather stripping to the entrance door. Installing stripping, for whatever reason will result in inadequate ventilation through your suite and simultaneously upset the balance of the central air distribution system.**

#### **IN-SUITE HEAT PUMPS**

Your suite is equipped with one or more heat pumps. The room temperature is controlled by a thermostat which energizes the fan motor when heating or cooling is required. The speed of the fan can be set to suit individual owner preference but the unit will generally maintain the room temperature when operating on low speed.

The heat pumps are the Corporation's responsibility to repair and maintain. Twice each year, the preventative maintenance contractor will change air filters and conduct necessary preventative maintenance.

Residents may use either heating or air-conditioning throughout the year.

In late spring, the suite may be kept cooler by closing your blinds or drapes, opening the windows slightly and turning on the bathroom and kitchen fan. The build-up of heat can be reduced by turning off unnecessary lighting and reducing use of the stove. A microwave oven produces less heat while cooking than the stove.

Remember, it is your responsibility to use your ventilation system properly to protect your home from stale air and moisture damage.

When away from home for extended periods of time set thermostats at:

15 degrees C in winter  
25 degrees C in summer

#### **PLUMBING AND ELECTRICAL**

The Corporation is responsible for the supply of water to the suite. However, anything within the suite is the responsibility of the unit owner to repair and maintain. If you have a problem with taps, sinks, toilets, tubs, showers, shut-off valves that isolate toilets, sinks, laundry tubs or other plumbing, the Maintenance Staff will check the suite and provide immediate assistance to prevent flooding which might affect other units or the common elements. However, repairs to these components of the suite are the responsibility of the owner. We strongly recommend that residents use only licensed and insured plumbers to make alterations or repairs to the plumbing components of the suite.

The Corporation has a preventative maintenance programme to keep the plumbing waste stacks, which take waste water to the city sewers, clean and clear. However, back-ups occasionally occur. If you have waste water or soap suds backing up into your sink, tub or toilet, please contact the Concierge desk immediately. If the Maintenance Staff cannot clear the blockage, a plumber will be called. If the problem is in the main waste stacks, it will be cleared at the Corporation's expense. If, however, the blockage is



determined to be caused by foreign objects in the plumbing system (such as an object being flushed down the toilet), the costs of the repair will be charged back to the unit owner.

**Never** put cat litter down the toilet or into any sink drains. Cat litter, particularly clumping cat litter, can completely block the drain stacks, often requiring the stack to be completely replaced. Replacing waste stacks can be very, very expensive and requires cutting access through the walls of suites.

As with the plumbing system, power within the suite to light fixtures, outlets and appliances is the owner's responsibility. Once again, the Maintenance Staff will provide immediate assistance to maintain the safety of the property. We strongly encourage residents to use only licensed and insured electricians when making repairs or alterations to the suite electrical service.

It is the responsibility of the suite owner to maintain the wiring for telephone and television service within the suite.

We strongly encourage residents to familiarize themselves with the locations of the water shut-off valves and the electrical circuit breakers in the suites. In this way, if there is an active flood or a power problem, residents can immediately act to prevent damage. The Maintenance Staff will be happy to come and provide instructions to you.

The circuit breaker panel is located in the hall closet of your suite. Each breaker is identified for its general purpose. In an electrical failure, first check this panel for a "tripped" breaker in the "off" position. To reset, push the breaker to the "off" position and then back to the "on" position.

### **APPLIANCES**

Before using any appliance, please read the instructions carefully so that you may take full advantage of its capabilities and avoid doing yourself or the appliance harm. All appliances are the owners' responsibility. The following tips are provided for your information only and we hope that they will be of assistance to you.

#### ◆ DISHWASHER

Only use dishwasher soap made specifically for dishwashers. Any other detergent will result in excessive suds. In order to prolong the life of your dishwasher, we urge you to ensure plastic items are dishwasher safe and ensure food is rinsed off china before placing it in the dishwasher. Failure to rinse dishes may cause blockage of the kitchen stacks and result in potential backups into your suite or those of your neighbours.

#### ◆ REFRIGERATOR

For best performance, the temperature inside your fridge should be between 2 degrees C and 5 degrees C. The freezer should be set at -18 degrees C. If possible keep the fridge away from direct sun or other heat sources such as other appliances. Allow air to circulate around the fridge and keep the grills free of dust.

#### ◆ STOVE

Allowing food to build up on the burners or in the oven could cause damage to the stove and result in costly repairs. We recommend that you keep your stove clean use a good quality oven cleaner.

Do not leave the stove unattended for even a few seconds. Fires have occurred when residents carelessly left oil heating on the stove. Do not use the oven for drying garments. Do not use the stove for heating your suites. Do not put foil wrap under burners on the top or in the stove. This will result in burn out of the elements.

#### ◆ KITCHEN FAN

Use your exhaust fan whenever cooking to reduce odours which may disturb your neighbours. The metal filter can be washed in the dishwasher. For preventative maintenance, we suggest that on a periodic basis the filter and fan be removed and cleaned. To minimize the transmission of cooking odours from your suite

to the common corridor, always use your kitchen exhaust fan while cooking and for approximately one half hour afterwards.

#### ◆ DRYER

Clean the lint from the dryer door and wall mounted lint trap each time you use the dryer. Use of dryer sheets to soften clothes can leave an invisible film on the dryer's lint trap, which can block airflow.

We suggest that on a periodic basis, the area around the drum be inspected for lint build up. If lint is not removed, you will find that clothes will take a longer period to dry properly. In addition, you may experience excessive humidity, burning odours and may cause damage to the dryer motor and switches. Ensure the exhaust fan is on before using the dryer as this will help to remove the moist air to the exterior. If the humid, moist air remains in the suite, you may see signs of mould.

#### ◆ WASHER

When not using your washing machine, we suggest the shut off valves be placed in the OFF position to avoid flooding. We urge you to periodically inspect the washer hoses for signs of wear and tear and possible loose connections. Hoses may break causing substantial damage not only to your suite but to suites below. Replacement hoses require 250 PSI working pressure and 1,000 PSI burst pressure. **We recommend that you purchase braided stainless steel hoses rather than rubber hoses.** Do not overload the washer. Load the drum evenly or the washer will vibrate excessively. Do not leave appliances unattended. We urge you to be cautious in your use of laundry detergent. The excessive use of laundry detergent may cause a back up of suds into a neighbour's suite as well as your own resulting in your being assessed damages. When using laundry detergent, more is not necessarily better. Washing machine hoses, under the high pressures and temperatures found in condominiums, are a frequent cause of major flooding.

### **PLUMBING FIXTURES AND MAINTENANCE**

#### **SHOWERS**

Do not shower without ensuring the shower curtain or door is tightly closed at all shower edges. This will avoid water damage to suites below. Ensure any water that puddles on the floor is wiped up promptly. Ensure the bathroom fan is on whenever showering. By turning on your exhaust fan, the humid and moist air will be expelled to the exterior and will eliminate presence of mould. We suggest the bathroom door be closed while showering as the moist air may activate smoke detectors.

Should you ever see any cracking, water dripping or sagging of ceilings or walls in the bathroom area, report the problem immediately to Management. We suggest as a preventative measure that periodically you remove and replace the caulking and inspect tiles for missing or damaged grout. This will help prevent possible water escape into the suite(s) below.

#### **BATHTUBS**

Do not use harsh abrasive cleansers on the bathtubs as it will permanently scratch the finish. Any water that ponds in the tub should be manually pushed to the drain. Leaking taps should be repaired immediately.

#### **TOILETS**

The repair or replacement of worn gaskets is the responsibility of the owner as this item falls within the unit boundaries. If these seals are not maintained, water will seep into the suite below. Damage which occurs as a result of the failure of the toilet seal is the owner's responsibility. Only biodegradable items should be deposited in the toilet. Feminine hygiene products, paper towels, hair, cigarettes and kitty litter are not compatible with the plumbing system.

#### **PLUMBING BLOCKAGES**

Do not pour grease down the drains. Grease will congeal and block the main drain lines and eventually cause a blockage. The blockage may result in a back up into your suite or those of your neighbours.

#### **REDUCED WATER PRESSURE**

From time to time, especially if the water supply has been shut down, you may experience a reduction in water pressure in one or more of the faucets in your suite. Prior to contacting the Management Office, please remove the aerator screen from the tip of the faucet and clean out any accumulation of grit that might be trapped there. This usually remedies the problem. When the water is turned on following a shut down, the sudden movement of water in the piping system can dislodge sediment in the pipes which becomes caught in the aerator screen, reducing the water pressure.

### **CAULKING**

Areas where tiles meet tubs, toilets and tubs need to be re-caulked as soon as you notice any sign of deterioration. Ensure that you utilize the appropriate caulking material for the specific application involved.

### **WATER SHUT-OFF VALVES**

Please familiarize yourself with the location of all water shut-off valves for quick response in an emergency.

### **WATER LEAKS**

In order to avoid possible water damage to the floor below, spills should be mopped up immediately and leaks repaired promptly. If your taps are leaking, we urge you to repair them immediately as dripping water increases our utility consumption and results in extra costs for all residents. Should you experience a toilet overflow, a leak of any kind or if you see water entering your suite, we ask that you contact the Management office or the Gatehouse in order to mitigate the damage.

### **CARPET**

Proper care must be taken to ensure liquids are not deposited on the common area carpets. We urge you to double bag any garbage that may leak prior to carrying it through the common elements to the disposal room. Should an accident occur and damage be caused to the carpet area, we request that you contact the Management Office immediately as our staff are equipped with special cleaning products that may remove the stain without causing permanent damage. In order to properly clean the area, it is essential that the spill is removed as quickly as possible.

To keep your carpet looking its best, please ensure that you do the following:

- ◆ Avoid soil accumulation. Place a mat inside the entrance to your suite to prevent dirt from being tracked onto the carpet. You may also wish to relocate your furniture periodically to allow for even traffic distribution.
- ◆ Vacuum regularly. Most soil, when left in the carpet, causes deterioration of the carpet pile. Regular and thorough vacuuming will remove soil particles and keep your carpet looking its best.
- ◆ Remove spills immediately. Almost all spills will stain or discolour the carpet if left unattended.

While there are many good carpet cleaning products and systems on the market, the experience and knowledge of a professional carpet cleaner is of great value. If you decide to clean the carpet yourself, please read and follow directions well. Remove furniture if possible, but if this is not possible, place plastic wrap under the legs of furniture pieces to protect the carpet.

### **TILE FLOORS**

Some suites have ceramic tile in the kitchens and bathrooms that are original to the suite. Ceramic tile is not designed to be waxed. A damp mop will remove dirt. Ensure excessive water is not left on the tile as it will damage the grout. As a preventative measure, we suggest the tiles be inspected for lack of grout to avoid water penetration into the suite below while washing the floor.

Daily maintenance involves wiping the tiles with a clean dust mop. Remove any accumulated water with a cloth or damp mop.

To avoid the possibility of a trip hazard, we suggest that the area where the tile meets the carpet be inspected regularly and loose edges be secured.

### **CABINETS**

Clean with a damp, soft cloth and dry immediately. Do not use detergents, abrasives or self polishing waxes on your cabinets.

Periodically, check hinge screws and tighten if loose. Although the shelves are treated with a water-resistant top coat, water or other liquids allowed to sit on the surface for a prolonged period of time may cause staining and/or bubbling

### **COUNTER TOPS**

For general cleaning use a soapy cloth.

The counter top should not be used as a cutting board or permanent scratches will result. Do not use steel wool or abrasive cleaners. As a preventative measure, we suggest that the caulking and silicone be replaced periodically at the area around the sink and at the joints where the counters are glued.

### **WINDOWS AND DOORS**

Windows, screens, and doors to the exterior of the suite or corridor are the Corporations' responsibility to repair and maintain. However, the repair of any damage caused by a resident will be charged back to the unit. Never leave outer slider portion of window open when not at home or during a rain storm. It is the outer portion of the window that provides protection from water, not the inner one.

In late spring and early fall, you may wish to open the windows. Do not remove the window safety catch under any circumstances. The limit switch is required by law.

### **TELEVISION**

Residents are responsible for their cable television services. **Satellite dishes are strictly prohibited.**

### **CONTRACTORS**

Residents are requested to book the moving elevator each time they expect trades for the installation of flooring, carpet, cabinetry and bathroom fixtures. Advance booking allows us to place protective pads in the elevator

Trades and delivery personnel are to be directed to the loading dock. Renovation materials and general deliveries are **not** to be moved through the main lobby.

### **IN-SUITE RENOVATIONS**

- ◆ No owner may make any structural change or alteration in or to the unit without the consent of the Board of Directors.
- ◆ Refreshing the suite by painting, wallpapering and carpet cleaning or any minor project that does not involve the delivery of building materials and equipment and the removal of construction debris would **not** constitute a renovation.
- ◆ Replacement of appliances, carpet and countertops or minor plumbing repairs such as the replacement of faucets does not require the prior consent of the Board of Directors; however, Front Desk Security must be contacted in order to reserve the service elevator that will be used by your contractor. Construction debris may not be disposed of in the condominium's garbage bins under any circumstances.
- ◆ Renovations involving the removal or installation of drywall, bathroom fixtures, cabinetry, door systems, flooring or tiles; any work that would interfere with the plumbing or electrical facilities

of the condominium or neighbouring suites; or any other project which could adversely affect the condominium's structural integrity or operating systems constitutes a **MAJOR** renovation and **requires the prior written approval of the Board of Directors**. In all such cases, a detailed written specification must be submitted to the Board of Directors which if approved will be form an integral part of an agreement between the condominium corporation and the resident. The agreement must be executed prior to the commencement of any and all work.

### **WAIVER FORM FOR PARCEL RECEIPT AND SUITE ACCESS**

We request that all residents **sign and return the form included with this package**. This is our authorization to accept (or not accept) parcels letters and registered mail on your behalf.

### **CORRIDORS**

Residents may not obstruct corridors in any manner at any time. The following items are not permitted in the corridors: doormats, boot trays, strollers, carts, buggies, luggage carts or anything which could block the means of egress in the event of a fire or other emergency.

### **UNIFORMITY OF SUITE DOORS**

To maintain the architectural integrity, doorknockers, nameplates, decorations, etc., may not be attached to the exterior of the main suite entrance doors.

### **BIKE RACKS**

Atlantis Aquarius has Bicycles racks will hold approximate 19 to 22 bikes each. Kindly note that bicycles must be squarely placed within the rack and not piled on top of other bikes or on the landscaping beds. Bicycles cannot be locked to the common elements anywhere on the property, as well bicycles cannot be stored in parking stalls or on the balconies.

### **PETS**

We are a friendly pet community. **The Corporation rules permit one (1) pet per unit only.**

Please take in consideration that:

- ◆ Dogs must be kept on a leash at hallways, elevators, lobby and the exterior property.
- ◆ Dogs should be taken off the property and should not be allowed to do their business at the balconies or at the building exits or in the garage areas pets are not allowed.
- ◆ Residents must pick up after your pet and deposit the bag down the garbage chute and not in the common area waste baskets.
- ◆ Pets have accidents. Please advise security of any "messes" in the elevator or hallways immediately.
- ◆ Please shorten your leash when in the elevators or lobby as not all people are "pet friendly".
- ◆ Pets are not allowed on the 8<sup>th</sup> and 13<sup>th</sup> floor terrace.

### **NEWSPAPERS**

- ◆ All major newspapers may be delivered to the suite doors. Newspaper delivery and payment should be arranged directly with the newspaper.
- ◆ Flyers, with the exception of election material, are not permitted to be delivered door to door. Occasionally; however, a flyer delivery person will obtain access to the building without authorization. If you see flyers being delivered door to door, please contact the Front Desk Security Desk immediately. We would appreciate a delivered flyer being brought down to the Concierge desk. Management will then contact the firm in question concerning unauthorized deliveries.

### **BALCONIES AND TERRACES**

- ◆ Kindly remember that balconies shall be maintained clean and with seasonal furniture only. Nothing shall be stored or accumulated on balconies or terraces. BBQs are NOT allowed in balconies and/or terraces.
- ◆ When cleaning balconies, residents are asked to clean and wash carefully without splashing the units below with water or dust.
- ◆ Nothing may be placed on the balconies other than seasonal furniture. (This includes bicycles, tires, garbage containers, etc.). Satellite dishes are not permitted.
- ◆ No coverings, carpets or tiling are permitted on the balcony concrete slabs, which will allow water to be trapped.
- ◆ Railing boxes are not permitted. Only pots or planters on the balcony slab.
- ◆ Window coverings must be a neutral or off white shade. Paper, non window covering or other materials are not allowed to be placed on the window.

- ◆ Whether enjoying the weather, visiting with friends or eating outdoors please remember when out on your balconies or terraces that music/ voices will carry (especially late at night) and smoking/food smells will permeate into other units surroundings yours.

### **DISPOSAL ROOM**

Atlantis Aquarius TSCC 1848's effective system of garbage disposal and recycling depends on the conscientiousness of Residents to keep it working well. It includes garbage disposal chutes accessible from each floor, and the moving/recycling room on the first level of each building.

#### ◆ Garbage Disposal Chutes

Disposal rooms are located on each floor for disposal of kitchen waste, garbage, and recyclables.

All garbage must be properly bagged and sealed to preclude unpleasant odours and prevent damage during its descent down the garbage chute. All garbage must be pushed down the garbage chute and not left within the container at the opening of the chute. Do not put burning materials such as cigarettes and ashes, flammable liquids, paint or aerosol cans into the chutes. The aforementioned items are fire hazards that may cause damage to the garbage chutes and the compactor room on the main floor.

Bulk items such as bundles of paper, coat hangers, cartons, etc. will block the chute. Please do not put these items down the chute. Take them to designated disposal area on the main floor in the moving room. The garbage disposal chutes should not be used between 10:00 P.M and 8:00 A.M. to avoid disturbing residents in the adjacent suites.

#### ◆ Trash and Large Items for Removal

All large items of trash and items for removal such as furniture, appliances, rugs, etc. are to be taken to the Moving/Recycle close to the Mailbox room at ground level. These items must not be put in the room in such a way as to block access to the garbage/recycling bins or hinder any moves. To deliver large items to the Moving/Recycle Room, the elevator may have to be reserved and prepared (see the section on Deliveries and Moves). Batteries are to be put into a designated container and will then be taken by a resident to a hazardous waste centre.

The City of Toronto has a mandatory recycling program. Waste must be sorted into streams of solid waste, recyclable material and wet or organic waste. Every resident has a responsibility to sort recyclable material and wet waste and separate them from the garbage stream. In order to encourage a higher rate of participation in the City's recycling initiatives, the City of Toronto now assesses each high rise Condominium Corporation according to how much garbage, by volume is placed out for collection.

### **HAZARDOUS WASTE**

Hazardous products are substances that are corrosive, explosive, flammable or toxic. They can be harmful to your health and the environment if not disposed of properly. Some common hazardous items are: paints, solvents, oil, chemicals, cleaners, syringes, pharmaceuticals, pesticides, batteries, propane tanks and automotive products. Hazardous products must be taken to the Solid Waste Drop-Off Depot at 400 Commissioners Street. For hours of operation and costs, please call them at 416-392-5890.

Please do not flush drugs down the drains. If you do not wish to take old medications to the Hazardous Waste Facility, Shoppers Drug Mart has a brown bag program in which they will take old medications and dispose of them properly.

### **STORM DRAIN SYSTEM**

Never put motor oil, solvents or other hazardous products into the floor drains or catch basins in the garage or on the property. These drains and catch basins are connected to the City Storm Sewers and improper disposal into this system can damage the aquifers and the lake. The Ministry of the Environment will levy large fines on the building and the individual owner for contamination of the storm water system.

### **EXTERIOR SUITES**

No signs, notices, advertising material, door knocker, decoration or other objects shall be placed on any part of the unit that is visible from the hallway or from the outside.

Color of drapes/blinds/shutters facing exterior of the building has to be white or off-white in colour.

#### 41. **LUGGAGE/CARRY CARTS**

There are several luggage/carry carts available for you. The carts cannot be taken off the premises. These carts can be signed in and out with the Concierge by providing a valid ID. There is no charge to use these carts. However should the carts be damaged or stolen, the owner/resident will be charged for the damages or replacement.

#### 42. GENERAL

Smoking is not permitted in the common areas of the building. Also, the consumption of food and beverages is not allowed in the common areas of the building, including, but not limited to, corridors, stairwells, lobby and elevators. Food and beverages are only permitted in the multi-purpose room for an approved function. Food and drink are allowed on the terrace but **absolutely no Glassware is allowed on terraces.**

Proper footwear and clothing must be worn in the common areas of the building at all times.

#### 43. INSURANCE

The Corporation's Insurance does not cover a number of items within your suite or your personal belongings. We recommend all owners obtain insurance as follows: \$1,000,000 liability insurance, content insurance, betterments and improvements insurance, and loss assessment insurance including insurance deductible coverage.

**The suite owner may be held responsible for the Corporation's deductible.** Should the claim be below the deductible amount, the owner is responsible for the entire cost. Ensure that you are carrying the appropriate coverage for condominium living.

We suggest that after settling in you take an inventory of all your contents, and if possible, videotape the items. If anything is lost or damaged, it is difficult to convince your insurance company of the value. Pictures say a thousand words.

On a lighter note we would like to advise you that because you live in this building, some insurance companies offer discounts as a result of the security systems, fire alarm system, and the Concierge. All you are required to do to obtain these discounts is ask.

### **WHAT CONSTITUTES THE STANDARD UNIT FOR INSURANCE PURPOSES?**

The Condominium Act requires that Corporations have a standard unit definition that delineates insurance responsibilities of the Corporation and owners. The items which constitute the standard unit are itemized below and **items in bold face type are the owner's responsibility to insure.**

#### **General**

Perimeter walls of a dwelling unit separating the dwelling unit from another dwelling unit or from the common elements and concrete columns within a dwelling unit are sheathed in drywall taped and sanded. Pipes and ducts within the dwelling unit that solely benefit another dwelling unit or the dwelling unit and another dwelling unit are contained within the enclosures sheathed in drywall taped and sanded. **No other interior walls of any kind whatsoever within a dwelling unit (whether originally installed by or on behalf of the Developer or otherwise) will be included in the standard unit. Each owner will therefore be responsible for insuring all other interior walls, the mouldings and finishes thereon and all wiring, cabling and doors therein.**

Concrete floor slab and concrete slab. **No floor coverings or dropped ceilings (whether originally installed by or on behalf of the Developer) will be included within the standard unit. Each owner will therefore be responsible for insuring all floor coverings and dropped ceilings and other finishes thereon.**

#### **Kitchen Area**

Hot and cold water service to shut off valves and discharge pipe for waste water. **Each owner will therefore be responsible for insuring all other features making up the kitchen within the dwelling unit including all appliances therein.**

#### **Bathroom Areas**

Hot and cold water service to shut off valves and discharge drain pipe for waste water. **Each owner will therefore be responsible for insuring all other features making up the bathroom, including without limitation, exhaust duct and enclosing bulkhead for bathroom exhaust fan.**

#### **Laundry Area**

Hot and cold water service to shut off valves and discharge drain pipe for waste water. **Each owner will therefore be responsible for insuring all other features making up the laundry, including without limitation, the dryer exhaust duct and enclosing bulkhead.**

#### **Safety and Security Alarm**

The corporation is responsible for repair and maintenance of personally encoded suite alarms, with suite door contract and key pad connected to the condominium's security system; all smoke detectors within the suite as per code; suite fire alarms and speakers (voice communication) with in suite silence function and fire rated suite entry doors with closers in fire rated hollow metal frames.

#### **Heating and Cooling Systems**

Vertical fan coil unit installed as an individually controlled system permitting full control of heating and air conditioning. **Each owner will therefore be responsible for insuring all other features that make up the heating and cooling system including without limitation, the distribution system, enclosed bulkhead and thermostatic controls.**

#### **Electrical Services and Fixtures**

The corporation is responsible for repair and maintenance of the individual service panel with circuit breakers. **Each owner will therefore be responsible for insuring the electrical distribution system and electrical fixtures.**

#### 44. **LEASING OF UNITS** – The Condominium Act, 1998 - **Section 83**

The owner of a unit who leases the unit or renewal a lease of the unit shall, within 30 days of entering into the lease or the renewal, as the case may be, notify the corporation that the unit is leased, provide the corporation with the lessee's name, the owner's address and a copy of the lease or renewal or a summary of it in the form prescribed by the Minister; and provide the lessee with a copy of the declaration, by-laws and rules of the corporation. If a lease of a unit is terminated and not renewed, the owner of the unit shall notify the corporation in writing. A corporation shall maintain a record of the notices it receives under this section.

Please complete **the Form 5 "Summary of Lease or Renewal"**, a copy of which is attached to this package. Please remit the form to the Property Manager or drop it off at the Concierge Desk.

A Resident Information Form must also be completed and remitted to the Property Manager or dropped off at the Concierge Desk.

#### 45. **PETS**

**Residents must register their household domestic pets with Property Management. Only one pet is allowed per unit with a weight restriction of 60 pounds.** Pet owners are not allowed to walk their pets unleashed anywhere upon the common elements. Pet owners must walk their pets somewhere other than the Condominium property and we ask that you please clean up after them. Pets are not permitted to be exercised in the lobbies, corridors, stairways, patios, garages or any other portion of the Common elements within the building.

All damages caused by a pet to the building, floors, walls, trims, tiles, carpeting, stairs or any other portion of the common elements are the responsibility of the owner of the suite and the owner must fully reimburse the Corporation for the cost of the repair, replacement or renovation.



For your convenience, there are several trash cans located on the exterior grounds of the property. If the bag container or waster container is full please advise the Concierge or Management.

#### 46. **AMENITIES – INDOOR AND OUTDOOR**

##### **MEZANINE LEVEL:**

Guest Suite	Booked through the Concierge Agreement Form Security Deposit required Usage/Cleaning Fee to be paid
Billiards Room	Booked through the Concierge Agreement Form Security Deposit required
Party/Multi-Purpose Room	Booked through the Concierge Agreement Form Security Deposit required Usage/Cleaning Fee to be paid
Media Room	Booked through the Concierge Agreement Form Security Deposit required
Theatre Room	Booked through the Concierge Agreement Form Security Deposit required

##### **8th FLOOR OUTDOOR:**

Terrace	Hours: 8AM - 11PM
BBQ's	Booked through Concierge (1 hour time slots)

##### **13<sup>th</sup> FLOOR OUTDOOR:**

Terrace	Hours: 8:00 a.m. to 11:00 p.m.
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It is understood that use all of the amenities is done so at your own risk. **The amenities are strictly non-smoking areas.** All rules and hours of operation pertaining to these facilities must be honoured. Please follow the rules that are posted in all of the amenity areas. Hours are subject to change. At selected times the amenities will be closed for cleaning and maintenance, check the notice board for updates.

Paid-for events and/or parties (namely events/parties that require the selling of tickets) are strictly prohibited.

Selected amenities can be pre-booked with the Concierge. The Concierge will provide you with forms to complete. Deposits and usage/cleaning fees will be required for all bookings.

The Board of Directors reserves the right to permit exclusive use of the any or all of the amenities for in-house activities for the benefit of all residents.

##### **MEDIA & THEATER ROOM**

All Rules of T.S.C.C. No. 1848 pertaining to the Media Room shall be honored.

The Unit booking the facilities shall not be in arrears of common expenses.

Unit Owners and/or residents not registered with Management will not be able to book any of the facilities.

I agree to deposit with the Corporation upon signing this agreement a refundable security/cleaning deposit fee of \$150.00. This amount will be refunded within 72 hours after completion of the function and provided no damage or loss has been caused to the common elements of the Corporation. Damage to furnishings or finish of the Media Room and theft or loss of the Corporation's property is the responsibility of the above named resident/owner.

Payments can be done by personal cheques (payable min. of 24 hours before function).

No function or use of the Media Room shall contravene any federal or provincial acts and municipal by-laws.

The use of professional sound systems in the Billiard Room is not permitted. Moderate background music may be used only.

I agree that the reservation times must be adhered to strictly. All functions or use of the Media Room/Theatre

Room shall end no later than 12:00 a.m.

I agree that I shall be held liable for all damages, which may occur as a result of the use of the Media Room/Theatre Room, by my guests or myself. If the cost of such repairs and cleaning exceeded the amount of the security/cleaning deposit, the full cost of repairs less the amount of the security/cleaning deposit shall be assessed against the unit by the Licensee and may be recovered in the same manner as common expenses.

I shall be responsible for providing adequate directions to the function for my guests. NO signs are to be posted in the common elements and doors will not be left open and unattended.

I agree that the Corporation is not responsible for loss or damage to any personal property or for personal injury to any guests, howsoever caused.

I agree to be physically present at all times at the function and to confine the function to the Media Room/Theatre Room.

No function or use of a commercial or profit making mature shall be permitted.

The room will be inspected before and immediately after use.

No Xbox/Wii or video games are to be connected to the system.

No children under the age of 16 unless accompanied by an adult shall be left unattended in the room.

Pop Corn and/or pop is allowed in the Media/Theatre Rooms only.

Pets are not allowed in the facilities, except "seeing eye dogs".

### **MULTIPURPOSE ROOM**

It is understood and agreed that due to "Fire Regulations" a maximum of fifty (50) persons (which includes all persons hired by the licensee for the function – such as caterers) are allowed to be present in the Multi-Purpose Room at one time.

The Unit booking the Multi-Purpose Room shall not be in arrears of common expenses.

The Multi-Purpose Room is exclusively for the use of the Licensee. The Licensee must be present within the Multi-Purpose Room at all times. To this end the Licensee must:

a.) The Licensee shall be over the age of 19 to book the Multi-Purpose Room between the hours of 10:00 a.m. for a maximum of 6 hours (Party Room). All gatherings must cease by no later than 11:00 p.m. Only an Owner/Resident may book/rent the Multi-Purpose Room.

b.) Arrive at least thirty (30) minutes prior to the commencement of the function, at which time the pre-party inspection of the premises will take place with Security;

c.) Remain within the Multi-Purpose Room throughout the duration of the function; and,

d.) Following the conclusion of the function, the Licensee shall remain within the Multi-Purpose Room for as long as necessary to: "(i) ensure that all function accessories are removed from the

room and that the Licensee's guests and hired personnel, vacate the premises; and (ii) to allow the Corporation, or its agents, to conduct the post-party inspection of the premises".

- e.) The Party and Billiards Room cannot be used simultaneously for the same function by the Licensee.

The following monies must be received for the use of the Multi-Purpose Room;

- a) Refundable Damage Deposit of \$200.00 (cheque)
- b) Non-refundable booking fee of \$50.00 or \$60 with Piano Use (cheque)
- c) Mandatory Security Service of \$18.00 per hour Includes applicable taxes (cheque)
- d) Security is required at a minimum of 4 Hours and with a minimum of 20 guests.

THE UNIT OWNER OR RESIDENT SHALL BE A REGISTERED RESIDENT OF ATLANTIS AQUARIUS (Registration is mandatory through the Management Office). Unit Owners and/or residents not registered with Management will not be able to book any of the facilities).

- e) The Unit booking the Multi-Purpose Room shall not be in arrears of common expenses.

#### **BILLIARD ROOM**

It is understood and agreed that due to "Fire Regulations" a maximum of thirty (30) persons are allowed to be present in the Billiard Room at one time.

The Unit booking the Billiards Room shall not be in arrears of common expenses.

The Billiard Room is exclusively for the use of the Licensee. The Licensee must be present within the Billiard Room at all times. To this end the Licensee must:

- a.) The Licensee shall be over the age of 19 to book the Billiard Room between the hours of 10:00 a.m. for a maximum of one hour. All gatherings must cease by no later than 11:00 p.m. Only an Owner/Resident may book/rent the Billiard Room. The Last booking shall be 10 p.m.
- b.) Arrive at least fifteen (15) minutes prior to the commencement of the function, at which time the pre-party inspection of the premises will take place with Security;
- c.) Remain within the Billiard Room throughout the duration of the function; and,
- d.) Following the conclusion of the function, the Licensee shall remain within the Billiard Room for as long as necessary to: "(i) Licensee's guests vacate the premises; and (ii) to allow the Corporation, or its agents, to conduct the post-party inspection of the premises".
- e.) The Party and Billiard Room cannot be used simultaneously for the same function by the Licensee.

The following is required for the booking of the Billiard Room;

- a) VALID PERSONAL IDENTIFICATION
- b) THE UNIT OWNER OR RESIDENT SHALL BE A REGISTERED RESIDENT OF ATLANTIS AQUARIUS (Registration is mandatory through the Management Office). Unit Owners and/or residents not registered with Management will not be able to book any of the facilities).

## **OASIS CLUB SHARED FACILITIES**

### **8TH FLOOR TERRACE RULES & GUIDELINES**

#### **TERRACE & JACUZZI -8:00 a.m. to 11:00 p.m.**

Residents must shower prior to using the Jacuzzi tub  
 Alcohol is not allowed on the terrace; if found security will ask residents to leave terrace.  
 Smoking is not allowed on the terrace  
 Glasses and bottles and other breakable items are NOT permitted on terrace  
 Please remove your garbage and dispose same in garbage containers provided  
 NO PETS ARE ALLOWED IN TERRACES  
 The Jacuzzi tub will open in May 2008.

#### **BBQ -10:00 a.m. to 9:00 p.m.**

Book BBQ with security –sign form to obtain key; ID will be retained till BBQ use is completed.

BBQ booking are limited to one hour only  
 BBQ shall be cleaned after use  
 Gas knobs shall be turned off after use  
 BBQ keys shall be returned to the Security Desk after use; ID will be returned.  
**Fire Code dictates a maximum capacity not to exceed 35 people on the terrace.**

### **13th FLOOR TERRACE RULES & GUIDELINES**

#### **TERRACE -8:00 a.m. to 11:00 p.m.**

Alcohol is not permitted on the terrace. If found security will ask residents to leave terrace.  
 Smoking is not permitted on the terrace  
 Glasses and bottles and other breakable items are NOT permitted on terrace  
 Please remove your garbage and dispose same in garbage containers provided  
 PETS ARE NOT ALLOWED IN TERRACES  
 Due to the high winds experienced in the area, portable furniture is not permitted on the terrace.

## **GYM FACILITIES**

### **EXERCISE/AEROBICS ROOM**

Hours: 6:00 a.m. – 11:45 p.m.

The Exercise/Aerobics Facilities are intended for the sole use and enjoyment of the residents only.

Unit owners who do not reside in the building and who have leased their units shall be deemed and considered to be non-residents.

Residents use the Exercise/Aerobics Facilities and equipments at their own risk. No responsibility whatsoever is assumed for accidents, lost or stolen property or any other damage however caused.

Residents who are on medication and suffer from any ailment are urged to consult their physicians before using the Exercise/Aerobics Facilities.

There are two emergency telephones located in the pool/spa area, one floor below the Exercise/Aerobics Facilities. These telephones are designated for emergency use only, and must not be used for any other purpose.

Equipment use is limited to 30 minutes at a time, if others are waiting to use the equipment.

No person infected with a communicable disease or having open sores, lesions, or rashes on his or her body shall use the Exercise/Aerobics Facilities.

All residents must, after using machinery or equipment situated within the Exercise/Aerobics Facilities, wipe such machinery or equipment clean.

For safety reasons, no child under the age of sixteen (16) years is permitted to use the exercise equipment, or permitted in the Exercise/Aerobics Facilities.

Proper attire, including top/shirt, is required when using the Exercise/Aerobics Facilities. While recognizing the variety of exercise suits and aerobic outfits available, appropriate decorum must be exhibited at all times. As well, proper shoes must be worn while using the facilities and equipment.

Residents shall not wear any sort of wet attire, including bathing suits, into the Exercise/Aerobics Facilities.

Residents shall treat all equipment with the utmost care and caution.

Removal of any equipment from the Exercise/Aerobics Facilities for any purpose is strictly prohibited.

No food is permitted within the Exercise/Aerobics Facilities.

Water in a plastic non-breakable container is allowed within the Exercise/Aerobics Facilities.

Headsets are required for all audio devices.

No cell phones allowed.

No photographs are allowed to be taken.

Weights, mats, and exercise equipment must be replaced where they belong after use.

Pets are not allowed in the Exercise/Aerobics Facilities.

Smoking is not permitted in the Exercise/Aerobics Facilities.

The cost of any damage to any part of the Exercise/Aerobics Facilities and equipment by a resident, whether intentional or accidental, shall be borne by and be the sole responsibility of the unit owner.

## **SWIMMING POOL**

Hours 6:00 a.m. – 11:45 p.m.

This pool is unsupervised. It is strongly recommended that no one swims alone.

Residents and their guests use the pool at their own risk.

Bathers under sixteen (16) years of age are not allowed within the pool enclosure (pool or pool deck area) unless accompanied by a parent or his/her guardian, who is not less than eighteen (18) years of age.

The total number of bathers on the deck and in the pool shall not exceed twenty-five (25).

There are two emergency telephones located in the pool/spa area. These telephones are designated for emergency use only, and must not be used for any other purpose. Pool equipment is for emergency use only. Those found damaging or misusing the equipment will be held liable.

Use of the pool or pool deck area is restricted to Resident(s) of a suite and up to two (2) guests per suite.

Invited guests must be accompanied by a Resident at all times. Non-resident family members are considered as guests (maximum two guests), and may not use the pool or pool deck area unless accompanied at all times by a Resident of a suite.

Pets are not allowed in the pool or pool deck area.

Any audio and/or recordable devices are strictly prohibited in the pool deck area.

Person infected with a communicable disease or having open sores, lesions, or rashes on his or her body are prohibited from using the pool or pool deck.

The use of suntan preparations, oils, lotions, or creams is not permitted in the pool. Any person who has used suntan preparations, oils, lotions, or creams, must shower using warm water and soap and thoroughly rinse off all soap before entering or re-entering the pool or the pool deck.

No food, beverages or glass containers are allowed in the pool or on the pool deck.

No person shall bring onto the pool deck strollers, carts, folding chairs or any article whatsoever, which may pose a safety or health hazard.

No person shall pollute the water in the pool, in any manner, and the spitting; spouting of water and blowing of noses in the pool or on the pool deck are prohibited.

No person shall engage in boisterous play in or about the pool or pool deck. Running is not permitted on the pool deck. No diving or jumping is permitted in the pool area.

Children in diapers and/or those who are not toilet trained are prohibited from entering the pool.

Inflatable children's toys, plastic or otherwise, or inflatable floats or other devices are strictly prohibited in the pool or on the pool deck. However, CSA-approved life jackets are permitted in the pool.

No person shall use an inflatable floating device or any type of apparatus in the pool or on the pool deck.

Residents are responsible for the disposal of their own garbage and that of their guests.

Bathing caps must be worn by all persons with hair longer than collar length.

Residents and their guests are required to wear proper bathing attire within the pool and on the pool deck. Any form of clothing that is considered street clothing in the ordinary sense, as cut off shorts, is not considered proper bathing attire. Street footwear is not permitted on the pool deck.

The cost of any damage to any part of the pool, pool deck area and equipment, by a Resident and/or guest shall be borne by and be the sole responsibility of the Resident.

#### **SPA – POOL AREA AND 8th FLOOR TERRACE**

Hours: 6:00 a.m. – 11:45 p.m.

Residents and their guests use the spa at their own risk.

For safety reasons, no child under the age of twelve (12) years is permitted to use the spa.

Persons between the ages of twelve (12) and sixteen (16) years of age are not allowed within the spa unless accompanied and strictly supervised by a parent or his/her guardian who is not less than eighteen (18) years of age.

For health reasons, a maximum of 15 minutes per use of the spa is suggested.

Observe reasonable time limits to avoid nausea, dizziness or fainting.

Use of the spa is restricted to Resident(s) of a suite and up to two (2) guests per suite.

Invited guests must be accompanied by a Resident at all times. Non-resident family members are considered as guests (maximum two guests), and may not use the Spa unless accompanied at all times by a Resident of a suite.

There is an emergency telephone located in the pool/spa area as well as the 8th floor Terrace. These telephones are designated for emergency use only, and must not be used for any other purpose.

Person infected with a communicable disease or having open sores, lesions, or rashes on his or her body are prohibited from using the spa.

Pregnant women or persons suffering from heart disease, diabetes, or high or low blood pressure should not use the Spa without permission from their doctor.

The Spa should not be used under the influence of alcohol, anti-coagulants, anti-histamines, vasoconstrictors, vacillators, stimulants, hypnotics, narcotics or tranquilizers.

Each bather shall take a shower using warm water and soap and thoroughly rinse off all soap before entering or re-entering the spa.

The use of suntan preparations, oils, lotions, or creams is not permitted in the Spa. Any person who has used suntan preparations, oils, lotions, or creams, must shower using warm water and soap and thoroughly rinse off all soap before entering or re-entering the Spa.

No food, beverages or glass containers are allowed in the Spa.

Jumping into the spa is strictly prohibited.

Proper bathing attire shall be worn at all times in the Spa.

### **SAUNA**

Hours: 6:00 a.m. – 11:45 p.m.

Residents and their guests use the sauna at their own risk.

For safety reasons, no child under the age of twelve (12) years is permitted to use the sauna.

Persons between the ages of twelve (12) and sixteen (16) years of age are not allowed within the spa or sauna room, unless accompanied and strictly supervised by a parent or his/her guardian who is not less than eighteen (18) years of age.

For health reasons, a maximum of 15 minutes per use of the sauna is suggested.

Invited guests must be accompanied by a Resident at all times. Non-resident family members are considered as guests (maximum two guests), and may not use the Sauna unless accompanied at all times by a Resident of a suite.

Person infected with a communicable disease or having open sores, lesions, or rashes on his or her body are prohibited from entering the sauna.

Each bather shall take a shower using warm water and soap and thoroughly rinse off all soap before entering or re-entering the sauna.

The use of suntan preparations, oils, lotions, or creams is not permitted in the Spa. Any person who has used suntan preparations, oils, lotions, or creams, must shower using warm water and soap and thoroughly rinse off all soap before entering or re-entering the sauna.

No food, beverages or glass containers are allowed in the sauna.

Spraying of water onto the thermostat and or onto sauna rocks in the dry sauna room is absolutely prohibited.

Proper bathing attire shall be worn at all times in the Spa.

### **CHANGE ROOMS**

Hours: 6:00 a.m. – 11:45 p.m.

The adult residents or permitted guests shall be fully responsible for any loss or damage to belongings left in the change room. Residents/guests must supply their own locks.

Lockers within the change rooms are reserved only for the use of adult residents or guests. Locks must not be left on any locker overnight.

No resident or guest shall wear any wet or muddy footwear into the change rooms.

Boisterous or rowdy behavior is strictly prohibited within the change rooms.

No body or foot powder, body oil may be used within the change rooms, as it may create a mess and/or a slippery hazardous condition.

Persons leaving the change rooms to enter the adjoining corridors must be attired in dry clothing and cover ups e.g. a robe or other cover up, slippers or other footwear.

Wet swimming attire or wet clothing is not permitted in these corridors.

Change rooms must be left in a clean and tidy manner.

The change rooms are designated for female and male use. Family change rooms are not available. Residents and their guests, over three years of age, must use the appropriate change room only.

### **47. IN-SUITE ANNUAL LIFE SAFETY INSPECTIONS: FIRE EQUIPMENT & ROOF ANCHORS**

Once per year, the corporation does an annual inspection of your in-suite fire and life safety equipment. Residents will be provided with notice as to when this work will be done via Property Management. If the resident is not at home, then the Property Manager will arrange for the Concierge, and/or superintendent



to allow the approved contractor access to your suite to do the inspections. Any suite specific deficiencies will be charged back to your suite.

Tampering with the life and safety equipment in your suite or in any part of the building can endanger yourself and other residents of the building. Anyone found tampering with the life and safety equipment could be formally charged and/or fined, as well as the cost of any repairs made necessary by such tampering will be borne by the owner.

Once per year, the corporation does an annual inspection of the roof anchors. If you have a roof anchor on your terrace a technician will go through your suite to do the inspections. Residents will be provided with notice as to when this work will be done via Property Management.

#### 48. **TIPS**

#### **UTILITIES**

Gas, and water are bulk metered. The Condominium Corporation pays the invoice, and the owners pay for them through the common element fees for both the suites and common elements. Hydro is individually metered.

#### **ENERGY CONSERVATION**

##### **Utility Costs**

Atlantis Aquarius purchases gas through Enbridge Consumers Gas. The actual cost of the gas has been de-regulated for the commodity portion for a number of years.

While this building was built to a fairly energy-efficient standard, further measures may be implemented by the Board of Directors to reduce costs and the Board of Directors continues to investigate any avenue of energy savings available to them.

##### **Hydro Costs**

Here are ways to conserve hydro around the home:

- ◆ Microwave ovens consume 50% less energy than conventional ovens but are only half as efficient as stove top elements. Therefore, it is better to boil water on the stove and use of an electric kettle is the most efficient way to boil water for tea.
- ◆ Ceiling fans maintain air movement making you feel cooler.
- ◆ Save energy by setting your fan coil unit to the lowest fan speed.
- ◆ Compact fluorescent bulbs last longer than incandescent light bulbs and use only 15% of the energy.
- ◆ Using timers for indoor lights helps you to use electricity only when you need it.
- ◆ Toaster ovens, electric frying pans and slow cookers use less energy than the stove.
- ◆ Use task lighting where practical.
- ◆ Turn off the lights and shut off radios, stereos and televisions when not in use.

- ◆ When purchasing new appliances, look for the Energy Star label. These models consume less energy than those without the label.
- ◆ Repair leaking faucets and toilets. Allowing water to go down the drain is expensive, particularly when it is hot water.
- ◆ Consider installing water conserving showerheads and aerators on all of your taps.
- ◆ Change suite temperature during sleeping hours or hours of absence.
- ◆ Close draperies during the hottest part of the days in summer and open them for natural heat in the winter.
- ◆ Only run the dishwasher and washing machine with full loads
- ◆ Keep the dryer lint traps (both in the machine and in the wall/ceiling) clean.
- ◆ Use dishwashers, washing machines and dryers at “off-peak” times. Avoid using these appliances during weekdays. Reducing the “demand” component of our overall hydro bill can reduce the costs per kWh of electricity for everyone.

### **Water Costs**

Water prices have been increasing by 9% per year for the past few years. Residents can help to lower our overall water consumption in a number of ways:

- ◆ Don't leave water running when not in actual use. (Turn off the tap when brushing teeth and only run the water when necessary for rinsing).
- ◆ If you cannot avoid running a partial load of washing, adjust the fill level to only use the amount of water necessary.
- ◆ Make sure taps are in good repair (not dripping or leaking) and that toilets are not continuously running.

For more energy savings tips, please visit [www.energy.gov.on.ca](http://www.energy.gov.on.ca) or call their tips line at 1-888-668-4636.

### **CRIME PREVENTION TIPS**

- ◆ Ensure visitors are screened before allowing entry.
- ◆ Do not allow others to enter with you at the lobby door unless you know they are residents.
- ◆ If you are uncomfortable entering the elevator with someone, don't.
- ◆ If in doubt about someone in an elevator, get out and go to the nearest suite door.
- ◆ Upon leaving the elevator, make sure you are not followed to your suite.
- ◆ Ensure good control of key fobs and garage door remotes.
- ◆ When leaving your suite, secure all windows.
- ◆ Advise Security of any suspicious activity around the condominium.
- ◆ Advise Security of any defects including burnt out light bulbs.
- ◆ Broken or damaged locks, doors, gates, windows, etc. should be reported to the Management Office or Security.
- ◆ Be aware of unauthorized persons loitering in underground parking garages. If in doubt, lock your doors and drive away.
- ◆ When entering and leaving the condominium and grounds please ensure that all doors are closed and locked behind you.
- ◆ Residents should keep the doors to their suites closed and locked at all times.
- ◆ Do not allow others to follow you into the underground garage unless you know for a fact they are residents of the building.

### **IN THE NEIGHBORHOOD**

**Hospitals:**

St. Michael's Hospital - 30 Bond Street, Toronto, Ontario, M5B 1W8, (416) 360-4000

Mount Sinai Hospital - 600 University Avenue, Toronto, Ontario, M5G 1X5, (416) 596-4200

Toronto General Hospital - 200 Elizabeth Street, Toronto, Ontario, M5G 2C4, (416) 340-4800

Princess Margaret Hospital - 610 University Avenue, Toronto, Ontario, M5G 2M9, (416) 946-2000

**Automatic Teller Machine**

The nearest automatic teller machine is located at 1 Fort York Blvd., Toronto, ON (416) 393-7653 at a branch of the CIBC.

**L.C.B.O**

The nearest L.C.B.O. is 55 Lakeshore Blvd. East, Toronto, ON, M5E 1A4, (416) 365-5900

**Grocery Store**

The nearest grocery store is Metro located at 100 Lynn Williams Street, Toronto, ON M6K 3N6 (416) 588-1300

**Pharmacy**

The nearest pharmacy is Metro Pharmacy located at 100 Lynn Williams Street, Toronto, ON, M6K 3N6 (416) 588-1300. Hours of operation are Monday through Friday from 9:00 a.m. until 9:00 p.m., Saturday from 9:00 a.m. until 6:00 p.m. and Sunday from 10:00 a.m. until 5:00 p.m.

**Post Office**

General Information may be obtained by calling (416) 979-8822.

The nearest post office is located at The Wicket, 55 Bloor Street West, Toronto, ON, M4W 1A5 (416) 923-8532

**Library**

The nearest public library is located at 327 Bathurst Street, Toronto, ON (416) 393-7653

**Ministry of Transport – Vehicle Licenses**

The nearest location is at 1871 O'Connor Drive (416-285-0051) located on the south side of O'Connor, near Victoria Park Ave. The nearest Driver Testing Facility is located at 1448 Lawrence Avenue East. Yonge Street.

**Taxi Services**

Beck Taxi	(416) 751-5555
Diamond Taxi	(416) 366-6868
Royal Taxi	(416) 777-9222
Airport Services	(416) 255-2211
A1 Airline Services	(416) 756-1516

### **ELECTORAL DISTRICTS**

Municipally, Atlantis Aquarius is located in Trinity Spadina, Ward 20. Councillor Adam Vaughn may be reached at (416) 392-4044 and by email at [councillor\\_vaughn@toronto.ca](mailto:councillor_vaughn@toronto.ca).

Provincially, Atlantis Aquarius is located in the riding of Trinity Spadina. MPP, Honourable Rosario Marchese may be reached at (416) 603-9664 or by email at [rmarchese-qp@ndp.on.ca](mailto:rmarchese-qp@ndp.on.ca).

Federally, Atlantis Aquarius located in the riding of Trinity Spadina. MP Olivia Chow may be reached at (416) 522-2710 or [Chow.O@parl.gc.ca](mailto:Chow.O@parl.gc.ca).

### 49. **EMERGENCY PROCEDURES**

For ambulance, fire or police emergencies: call 911

When calling outside services, use the appropriate address:

231 Fort York Blvd. Toronto, ON, Canada, M5V 1B2

### 50. **FIRE SAFETY**

This section outlines procedures and responsibilities for Residents and building personnel in a “fire emergency”. The safe and orderly evacuation of all personnel in the building is of paramount importance. The following procedures are intended to achieve this goal in the event of a crisis, not only from fire, but also from any other physical emergency. The complete *co-operation* of each person is required if the plan is to be successful. There are smoke alarms, heat detectors and a carbon monoxide detector located in your suite.

You are reminded not to do or permit anything to be done in the unit, or bring or keep anything therein which will in any way create a risk of fire. For safety reasons, only artificial, non-combustible Christmas Trees are permitted.

**Persons who require special assistance if evacuation becomes necessary should make sure to check the appropriate box on the Resident Information Form. We keep a list of those persons requesting assistance at the concierge desk and in the Fire Plan Box that is accessed by the fire department when they arrive on site in response to a fire alarm.**

### **IF YOU DISCOVER A FIRE**

- Leave the fire area and take your keys.
- Close all doors behind you.
- Activate the fire alarm by using the pull stations.
- Telephone 911 and ask for the Fire Department. Never assume that this has been done. Know and give the correct address and location of the fire in the building.

- Use exit stairwells to leave the building immediately.

### **DO NOT USE ELEVATORS**

- Do not return until it is declared safe to do so by a fire official.

### **IF YOU ARE IN A SUITE AND FIRE ALARM IS HEARD**

- Before opening door, feel the door and handle for heat. If not hot, brace yourself against door and open slightly. If you feel air pressure or hot draft, close the door quickly.
- If you find no fire or smoke in the corridor, take your suite keys, close the door behind you and leave by the nearest stairwell.
- If you encounter smoke in the corridor or stairwell, consider taking the corridor on other side of building, where the stairwell may be clear of smoke, or return to your suite.

### **IF YOU CANNOT LEAVE YOUR SUITE BECAUSE OF FIRE OR HEAVY SMOKE, REMAIN IN YOUR UNIT AND:**

- Close the door.
- Unlock door for possible entry of fire fighters.
- Dial 911 and ask for the Fire Department. Tell them where you are, and then signal to Fire Fighters by waving a sheet out the window.
- Seal all cracks where smoke can get in by using wet towels or sheets.
- Crouch low to the floor if smoke enters the room.
- Move to the most protected room and partially open the window for air. Close the window if smoke comes in.
- Wait to be rescued. Remain calm.
- Listen for instruction or information, which may be given by authorized personnel over the loudspeaker.

### **FIRE EXTINGUISHER, CONTROL AND CONFINEMENT**

In the event that a small fire cannot be extinguished with the use of a portable fire extinguisher or the smoke presents a hazard to the operator, then the door to the area should be closed to confine and contain the fire. Leave the fire area, ensure the Fire Department has been notified and wait for the Fire Department. Once the pull station has been activated the nature and location of the alarm is automatically indicated on a fire alarm/enunciator panel, located in the main entrance foyer.

### **FIRE HOSE CABINETS AND EXTINGUISHERS**

Fire hose cabinets are strategically located on each floor and in the underground garage. Additional fire extinguishers may be found in the mechanical areas.

### **ELEVATORS**

The elevators have a backup system in case of a power failure. The elevators will return to the ground floor automatically. There are telephones in the elevators that are connected to the fire control room in your building. If you require assistance the elevator phone is there for your assistance.

### **IN GENERAL, OCCUPANTS ARE ADVISED TO:**

- Know where the alarm pull stations and exits are located.
- Call 911; ask for the Fire Department immediately whenever you need assistance.
- Know the correct building address and where you are located in the building.

### **DO I LEAVE THE BUILDING TO SAFETY OR IS IT SAFER TO STAY WHERE I AM?**

The policy of the Ontario Fire Marshal's Office, and the approach widely accepted by the Fire Departments is that the best place to be in a fire is outside the building. If you choose to leave the building, do so as soon as possible. When you hear a fire alarm, you should make up your mind right away whether to leave the suite or stay. Leaving later may create problems for you because smoke, which contains poisonous gases, may have filled the corridor or the stairwell.

**NOTE THAT SMOKE DETECTORS IN YOUR SUITE DO NOT ACTIVATE THE FIRE ALARM SYSTEM HOWEVER; UNDER SEVERE HEAT CONDITIONS, THE HEAT DETECTORS WILL SEND A SIGNAL TO THE MAIN FIRE PANEL AND SOUND AN ALARM.**

**FIRE HAZARD**

In order to avoid hazards in the building, occupants are advised to:

- Not store propane, gasoline or any other combustible material in your locker/suite or on your balcony.
- Not put burning materials, such as cigarettes and ashes into garbage chutes.
- Not dispose of flammable liquids in the garbage chutes.
- Never force cartons, coat hangers, and bundles of paper into chute because it may become blocked.
- Avoid unsafe cooking practices, (deep fat frying, too much heat, unattended stoves, loosely hanging sleeves).
- Not use unsafe electrical appliances, frayed extension cords, over-loaded outlets or lamp wire for permanent wiring.
- Avoid careless smoking, use ashtrays, and never smoke in bed.
- Not leave articles, such as shoes, rubbers, mats, etc., in the building halls.
- Disposal of hot items in the garbage may result in fire. Please ensure when depositing items in your garbage pail that they are properly cooled.

## 51. **FAMILY EMERGENCY PREPAREDNESS PLAN**

Please enjoy this guide with HARMONY MANAGEMENT LTD.'s compliments. Although this guide is meant to be informative, helpful and interesting, it is not intended to be the final authority. Boards of Directors/Building Owners and their residents should be prepared to seek expert advice or opinions in the appropriate areas.

### **Preparing Your Family Emergency Preparedness Plan**

Disaster can strike quickly and without warning. It can force you to evacuate your neighborhood or confine you to your home. What would you do if basic services-water, gas, electricity or telephone-were cut off? Local officials and relief workers will be on the scene after a disaster, but they cannot reach everyone right away.

Families can and do cope with disaster by preparing in advance and working together as a team. Follow the steps listed in the plan below to create your family's disaster plan. Knowing what to do is your best protection and your responsibility.

### **Find Out What Could Happen To You**

Contact your local Red Cross chapter or emergency management office 416-480-2500, and be prepared to take notes on the following:

- Ask what types of disasters are most likely to happen. Request information on how to prepare for each.
- Learn about your building's warning signals i.e. fire alarm: what they sound like and what you should do when you hear them.
- Ask about animal care after a disaster. Animals may not be allowed inside emergency shelters due to health regulations.
- Find out how to help elderly or disabled persons, if needed.
- Next, find out about the disaster plans at your workplace, your children's school or daycare center and other places where your family spends time.

### **Create a Disaster Plan**

- Meet with your family and discuss why you need to prepare for disaster. Explain the dangers of fire, severe weather and earthquakes to children. Plan to share responsibilities and work together as a team.
- Discuss the types of disasters that are most likely to happen. Explain what to do in each case.
- Pick two places to meet:
  1. Right outside your building in case of a sudden emergency, like a fire.
  2. Some other known place in case you can't return to your building. Everyone must know the address and phone number.
- Ask an out-of-province friend to be your *family contact* after a disaster. It's often easier to call long distance. Other family members should call this person and tell them where they are. Everyone must know your contact's phone number.
- Discuss what to do in an evacuation. Plan how to care for your pets.

### **Complete This Checklist**

- Post emergency telephone numbers by your phones (fire, police, ambulance, etc.)
- Teach children how and when to call 9-1-1.
- Determine the closest exit route and post the fire safety plan on the inside of suite door for quick reference.
- Teach each family member how to use the fire extinguisher (ABC type) and show them where it's kept.
- Show responsible family members how to turn off water, gas and electricity at the main switches. (townhouses only)
- Conduct a home hazard hunt. During a disaster, ordinary objects in your home can cause injury or damage. Anything that can move, fall, break or cause a fire is a home hazard. For example, a lamp

or a bookshelf can fall. Inspect your home at least once a year and fix potential hazards. *Contact your local fire department to learn about home fire hazards.*

- Stock emergency supplies and assemble a Disaster Supplies Kit.
- Take a Red Cross first aid and CPR class.
- Find the safe spots in your suite for each type of disaster.
- Check if you have adequate insurance coverage.

### **Practice and Maintain Your Plan**

- Quiz your family every six months so they remember what to do.
- Conduct quarterly fire and emergency evacuation drills.
- Replace stored water every three months and stored food every six months.
- Test and recharge your fire extinguisher(s) according to manufacturer's instructions.
- Test your smoke detectors monthly.
- Test your carbon monoxide detectors monthly.

### **THE FOLLOWING INFORMATION WILL HELP YOU WITH YOUR PLAN:**

#### **Emergency Supply Kit**

Keep enough supplies to meet your needs for at least three days. Store these supplies in sturdy, easy-to-carry containers such as back-packs, duffel bags or covered trash containers.

Include:

- A three-day supply of water (one gallon per person per day) and food that won't spoil.
- One change of clothing and footwear per person, and one blanket or sleeping bag per person.
- A first aid kit that includes your family's prescription medications. Ensure that family prescriptions are kept separate and out of the reach of children.
- Emergency tools including a battery-powered radio, flashlight and plenty of extra batteries.
- An extra set of car keys and a credit card, cash or traveler's cheques.
- Sanitation supplies.
- Special items for infant, elderly or disabled family members.
- An extra pair of glasses.
- Keep important family documents in a waterproof container. Keep a smaller kit in the trunk of your car.

#### **Utilities Shut-Off**

Locate the electric breaker panel in your suite, water shut off valves and any hose bibs on terraces and natural gas release for your barbeque. Learn how and when to turn these utilities off. Teach all responsible family members. Keep necessary tools near gas and water shut-off valves.

#### **Evacuation**

Evacuate building immediately if told to do so: see Fire Safety Plan for detailed instructions.

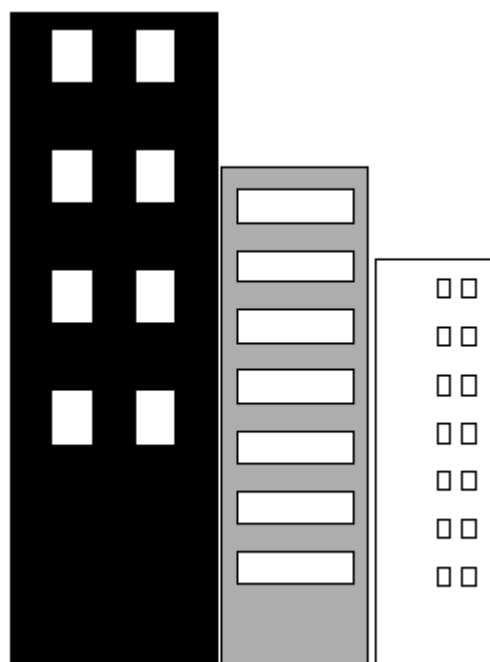
For major disasters:

- Listen to your battery-powered radio and follow the instructions of local emergency officials.
- Wear protective clothing and sturdy shoes.
- Take your Emergency Supply Kit.
- Lock your home.
- Use travel routes specified by local authorities; don't use shortcuts because certain areas may be impassable or dangerous.

If you're sure you have time:

- Post a note telling others when you left and where you are going.
- Make arrangements for your pet.





## Fire In Your Residential Building

***To*** ***Go??***  
**or**  
***To Stay??***

### **Your safety depends on the right decision.**

Your fire safety is **your** responsibility! If you live in an apartment or condominium, your safety also depends on the actions of the building management and other residents. Every fire is potentially dangerous and unpredictable, so do not underestimate the risk to your life. Fire and smoke move very quickly, and the conditions in any part of the building may change in an instant. Smoke can spread throughout a building and enter your suite even when the fire is many floors away. During an emergency, you will not have much time to decide what to do. Make sure you know what to do ahead of time.

- 1** **Some information I have read tells me to evacuate immediately in case of fire. Other information says that I will be safer if I stay in my suite.**

### **Which is correct?**

To go or to stay ... the decision is yours. Each option involves a major commitment on your part. Your choice will depend on the circumstances at the time of the emergency. You should understand the consequences of this important decision. **Most of the time, the best thing to do in a fire is leave the building as soon as possible. If you let this opportunity pass, you must be prepared to protect yourself from smoke and other effects of fire until you are rescued or told by the fire department that it is safe to leave.** This may take a long time and the conditions in the building may deteriorate. Do not try to leave your suite a long time after the fire alarm has sounded. The longer you wait to evacuate, the more risk there is that heavy smoke and heat will have spread into the stairways and corridors. Your chances of survival are significantly reduced. The following information will help you to make the right decision and to develop a personal fire emergency response plan ahead of time.

### **When should I go?**

Evacuation is appropriate under any of the following conditions:

**A: As soon as possible when you hear the fire alarm or discover a fire.** The earlier you leave, the better are your chances of getting out safely no matter where you are located in relation to the fire area. It is extremely rare for stairways and corridors to be contaminated by smoke in the early stages of a fire. Proceed as quickly as possible to the outside.

**B: When the fire is in your suite.** You are in immediate danger and should ensure that everyone who is in your suite leaves with you. If you have physical limitations, plan ahead to ensure that you can get the assistance you need to evacuate quickly. Close the suite door behind you. Activate the fire alarm system and warn other residents located on your floor as you exit the building. Call the fire department when it is safe to do so.

**C: When the fire is on your floor or the floor below you.** You are at high risk and should evacuate as quickly as possible if you have reason to believe that the fire is on your floor or on the floor immediately below you. Activate the fire alarm system (if the bells are not yet ringing) and warn other residents located on your floor as you exit the building.

## When should I stay in the suite?

Remaining in the suite is appropriate under any of the following conditions:

**A: If you encounter smoke in the corridor on your floor.** This may be an indication that the fire is in an advanced stage or is located on your floor. If you cannot safely reach an exit stairway, return to your suite as quickly as possible. Take actions to protect yourself from smoke. Call the fire emergency number and provide details of your situation..

**B: If you encounter smoke in the exit stairs.** The fire may have breached the stairway enclosure. Do not travel through smoke. Do not go to the roof. Re-enter the floor area immediately. If the corridor is free of smoke, try an alternate exit stairway. Otherwise, seek refuge in a suite on that floor as quickly as possible. Take actions to protect yourself from smoke. Call the fire emergency number and provide details of your situation.

**C: If instructed to remain in the suite by fire department personnel handling the fire emergency.** Attempting to evacuate at this stage may expose you to smoke unnecessarily and may impede fire fighting operations. If you are located on the fire floor or on the floor immediately above the fire floor, you are at high risk and may require rescue. Take actions to protect yourself from smoke. Call the fire emergency number and provide details of your situation.

**D: If you are physically unable to use the stairs.** Take actions to protect yourself from smoke. If you are located on the fire floor or on the floor immediately above the fire floor, you are at high risk and may require rescue. Call the fire emergency number and provide details of your situation.

## 2 What else can I do to prepare myself before a fire emergency occurs?

Become familiar with the fire safety features provided in your building. For example, the effects of fire will be significantly reduced in a fully sprinklered building. This is an important consideration if you are unable to use stairs to evacuate the building during a fire emergency (e.g. physical disabilities, medical condition, etc.) or where the fire department has limited capacity to carry out rescue. Learn the location of the exit stairways and practice using them. Know which floors you can use to cross from one stairway to another. Familiarize yourself with the fire alarm signal. Identify the location of fire alarm manual pull stations and read the instructions about how to operate them. If your building has a voice communication system, learn how it will be used by supervisory staff during an emergency. Get a copy of the fire emergency procedures from your building management and read them carefully. They may also be able to provide you with other

important information. Keep this material in a prominent place and review it periodically. Contact your fire department for more information or to request a fire safety presentation for all residents.

### **3 How can I identify the location of a fire when I hear the fire alarm?**

In some buildings, the fire alarm system may have different tones (evacuation and alert signals) which will assist you to identify when immediate evacuation is required for your floor. If the building is equipped with a voice communication system, supervisory staff may be appointed to provide information on the location of the fire to the building occupants. Find out if these features apply to your building by becoming familiar with the building fire safety plan and emergency procedures as discussed in item No. 2 above.

### **4 What actions can I take to protect myself from smoke entering the suite during a fire?**

The following steps can be taken to protect yourself from smoke entering the suite during a fire emergency:

- Use duct tape (masking tape may also be effective) to seal cracks around the door to your suite and place wet towels at the bottom. Seal vents, air ducts and other areas where smoke is entering the suite in the same manner.
- If smoke is worse in one room (e.g. bathroom), close the door and seal off the room with tape and wet towels as noted above.
- If the suite fills with smoke, move to the balcony (if you have one) and close the doors behind you. Take a cordless or cellular phone with you if available. Call the fire emergency number and provide details of your situation. Also, take warm clothes or blankets if the weather is cold.
- If you do not have a balcony, go to the most smoke-free room, close the door and seal it with tape and towels. Open the window for fresh air but be prepared to close it again if this makes the conditions worse. Never break the window to get fresh air or you will not be able to seal it off if conditions change.
- Keep low to the floor where the air is cleaner.

Make sure that you have a roll of duct tape readily available. Duct tape can be purchased in most hardware stores.

### **5 I have read that most people die trying to evacuate during a fire. Is this true?**

Experience shows that people who evacuate in the early stages of a fire can safely reach the outside. Most people die because they attempt to leave the building through smoke-filled corridors and stairs in the advanced stages of a fire. Although the conditions are different for each fire, this could occur as early as 10 minutes after the start of the fire. If you made the decision to stay in the suite during the fire emergency, do not change your mind and attempt to evacuate later. Please refer to item No. 1 for details of when evacuation is and is not appropriate. If you encounter smoke during evacuation, look for an alternate route that is clear of smoke, return to your suite or seek refuge with other occupants on the nearest floor. Do not use the elevator for evacuation (except under direction of the fire department) and never go to the roof since it is not designed as an exit.

### **6 What else should I know?**

Many people are reluctant to evacuate unless they are certain that there is a real fire. This problem is made worse by nuisance alarms. Remember, a real fire grows for every minute that you delay and you may lose the only opportunity to evacuate safely. For this reason, all occupants who are able should begin evacuation procedures immediately upon hearing the alarm. If you made an initial decision to stay in your suite when a fire emergency occurs, do not attempt to evacuate in the advanced stages of the fire. You cannot outrun

the effects of fire and smoke and will be placing yourself in extreme danger. Each suite is designed as a fire compartment and will afford you a degree of protection during the fire emergency. However, smoke spread into your suite is very likely so be prepared to protect yourself from smoke for the duration of the emergency. This may be a long time.

## 7 Where can I get more information?

Your building management or local fire department can provide copies of the following materials:

- *Fire In Your Apartment Building (pamphlet)*
- *Plan Ahead - Fire Safety In Apartment Buildings (pamphlet)*
- *If You Hear The Fire Alarm And Cannot Leave Your Apartment (door sticker)*

You can also download this material from the Office of the Fire Marshal's web site: <http://www.gov.on.ca/OFM>. The pamphlets are located under Public Fire Safety Information. [\\_\\_\\_\\_\\_](#)

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