

# ***Maintenance and Repair***

1. This chart and the titles and headings used herein are not intended to describe or encompass all maintenance functions nor to delineate all respective responsibilities between the dwelling unit owners (singly or severally), and the Corporation. The placement of responsibility under any specific column does not always accurately reflect the precise character and nature and ownership. Notwithstanding any of the above, in all instances, the appropriate sections of the Declaration should be referred to, in order to determine both responsibilities and ownership.
2. The items listed are illustrative and not exhaustive.
3. Responsibility for determining and providing for the maintenance, repair and replacement requirements for the common elements and determining the costs thereof shall be primarily the responsibility of the Corporation and such designees to which it may delegate certain such responsibilities.
4. Responsibility for determining the maintenance, repair and replacement requirements of the exclusive use common elements shall be a shared responsibility between the Corporation and the owner of a dwelling unit to which a specific exclusive use common element is exclusively appurtenant, provided however, that the Corporation shall have the final responsibility for determining the need for and accomplishing such maintenance, repair and replacement activities.
5. Damage to other units or common elements resulting from the negligence of any unit owner/occupant will be repaired by the Corporation; however, the Corporation will seek reimbursement from the responsible unit owner/occupant

## ***TABLE OF MAINTENANCE / REPAIR / RESPONSIBILITY***

<b>ITEM</b>	<b>MAINTENANCE / REPAIR</b>	<b>RESPONSIBLE ENTITY</b>
1. Plumbing and related systems and components thereof	All maintenance, repair and replacement of all or any portion of system exclusively serving subject dwelling unit situated within the dwelling unit (but excluding suite shut off valves)	Unit owner's responsibility
2. Plumbing and related systems and Components thereof	All maintenance, repair and replacement of all or any portion of system serving more than one dwelling unit and/or the common elements, or situated outside the dwelling unit boundaries and suite shut off valves	The Corporations responsibility (except as indicated above).
3. Electrical and related systems and components thereof	All maintenance, repair and replacement of all or any portion of system exclusively serving subject dwelling unit situated within the dwelling unit (but excluding individual suite panel disconnect).	Unit owner's responsibility

ITEM	MAINTENANCE / REPAIR	RESPONSIBLE ENTITY
4. Electrical and related systems and components thereof	All maintenance, repair and replacement of all or any portion of system serving more than one dwelling unit and/or the common elements, or situated outside the dwelling unit boundaries and individual suite panel disconnect.	The Corporations responsibility
5. Heating/Cooling and related systems and components thereof	All maintenance, repair and replacement of all or any portion of system exclusively serving the dwelling unit.	Unit Owners responsibility
	<hr/> Fan coil units, including filters, situated within the dwelling unit exclusively.	<hr/> The Corporations responsibility Maintenance and repair
6. Heating/Cooling and related systems and components thereof	All maintenance, repair and replacement of all or any portion of system serving more than one dwelling unit and/or the common elements or situated outside the dwelling unit boundaries.	The Corporations responsibility
7. Exterior Building Roof, Vertical Walls, Foundations, Corridors, Lobbies and Common Areas	All responsibilities	The Corporations responsibility
8. Windows	All exterior surfaces (except those accessible by patio, terrace or balcony) and all other common element area windows.	Unit Owners responsibility
9. All Entry doors and Door Frames to Dwelling Units	All repairs except those due to dwelling unit Owner's/tenant's negligence. Maintenance of exterior.	The Corporations responsibility
	<hr/> Maintenance of interior surfaces	<hr/> Unit Owners responsibility
10. Doors situated within Dwelling (including all interior surfaces, locks, frames, hinges and hardware on doors providing access to dwelling units)	All responsibilities	Unit Owners responsibility
11. Refuse collection system	All responsibilities from point of drop off	The Corporations responsibility
12. Parking Garage and Units	Sweeping, maintenance, repair	The Corporations responsibility
13. Dwelling Unit Appliances	All responsibility	Unit Owners responsibility
14. Locker Rooms	Locker room: repair and maintenance of exterior walls, corridors etc. Maintenance of heating and ventilation.	The Corporations responsibility
15. Patios/Terraces	Concrete pavers and dividers	Unit Owners responsibility
16. Patios/Terraces	All waterproofing / weatherproofing materials beneath the concrete pavers.	The Corporations responsibility
17. Patios/Terraces	Maintenance (cleaning, sweeping)	Unit Owners responsibility

# **TABLE OF MAINTENANCE / REPAIRS/ RESPONSIBILITES**

## **NOTES:**

1. This chart and the titles and headings are meant only as a guideline. The categories within the chart used herein are not intended to describe or encompass all maintenance functions nor to delineate all respective responsibilities between the dwelling unit owners (singly or severally), and the Corporation. The placement of responsibility under any specific column does not always accurately reflect the precise character and nature and ownership. Notwithstanding any of the above, in all instances, the appropriate sections of the Declaration should be referred to, in order to determine both responsibilities and ownership.
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4. Responsibility for determining the maintenance, repair and replacement requirements of the exclusive use common elements shall be a shared responsibility between the Corporation and the owner of a dwelling unit to which a specific exclusive use common element is exclusively appurtenant, provided however, that the Corporation shall have the final responsibility for determining the need for and accomplishing such maintenance, repair and replacement activities.
5. Where there is a conflict between this manual and the Condominium documentation, the Provisions of the Condominium documentation shall prevail.

## **APPLIANCES**

All appliances are the owner's responsibility. If you experience problems with your appliances please contact the appliance manufacturer (see in suite warrantable items in previous table.) No service charges apply to warrantable problems reported within the first year. As an additional measure we have provided some additional instructions regarding your appliances below. We trust they will be of assistance to you.

### **Dishwasher**

Only use dishwasher soap made specifically for dishwashers, as substitutions may result in leakage and excessive bubbles. In order to prolong the life of your dishwasher we urge you to ensure plastic items be dishwasher safe and ensure food is rinsed off tableware before placing it in the dishwasher. Failure to rinse dishes will result in food particles blocking the main drain, and unnecessary repairs. Any blockages caused by food particles will be the owner's financial responsibility.

### **Microwave**

Do not use metal or metal trimmed pots or glasses, or metal foil in the microwave. The microwave must not be used to dry garments, as fire may result.

### **Refrigerator**

Your refrigerator may have one or two controls that let you regulate the temperature in the freezer and refrigerator compartments (one control with the manual defrost models and two with the frost-free models). The refrigerator control is a thermostat, which measures the refrigerator temperature and regulates the compressor running time.

The freezer control balances the amount of cold air between the freezer and refrigerator compartments.

## Stove

Your oven is a self-cleaning model. Conventional oven cleaners should not be used as they may cause damage. Please refer to the Electric Range Use and Care Guide on page 16 on how to engage the self-cleaning cycle.

## Dryer

You should clean the lint from the dryer door and lint trap, which is located in either the wall or the ceiling, after each use. The exhaust fan automatically comes on within a minute, as it is triggered by a current sensor. The exhaust fan helps direct moist air to the exterior. If the humid, moist air remains in the room you may see signs of mildew build up. We do not recommend shoes being put in the dryer as this may cause damage to your drum.

We also suggest that on an annual basis, you call in a technician who will inspect the following four items, namely;

- (1) Lint Trap
- (2) Transition Duct
- (3) Exhaust Duct
- (4) Drum

If need be, Property Management can provide you with the name of a qualified technician.

Should the lint not be cleared from the drum, you will find that clothes will take a longer period of time to dry properly, with excessive humidity, or a burning odour which may cause damage to the dryer motor and switches.

The transition duct, which extends from the back/top of the dryer to the ceiling/wall outlet, should be cleaned two times per year.

## Washer

When not using your washing machine, we suggest that you turn the shuts off valves to 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 that break can cause substantial water damage not only to your suite but to suites below. Replacement hoses require 250 PSI working pressure and 1,000 PSI burst pressure.

Do not overload the washer. Load the drum evenly or the washer will vibrate excessively.

Do not leave the apartment unattended while appliances are operating. A potential leak or electrical short may occur, resulting in a flood or fire.

## Stain Removal

Stains should be treated as soon as possible, as they become more difficult to remove when they have dried, but do not attempt to remove the stains until you can determine what the spillage or stain is and which form of stain remover to use. Only as a last resort should chemicals be used to remove stains. Stain removers either dissolve the substance that causes the stain, absorb the stain, or acts as a bleaching agent. Examples of these three types are listed below.

**Solvents** include carbon tetrachloride, which dissolves grease, chewing gum, lipstick etc.

**Absorbents** include chalk, talcum powder, blotting paper or cotton which will absorb fresh grease or moist stains.

**Bleaches** include household ammonia, hydrogen peroxide, acetic acid or lemon which will discolour stains.

## STAIN REMOVAL TIPS

ITEM	METHOD OF REMOVAL
INK	Hold stain against towel, spray from behind with hairspray.
BEVERAGES	Soak in cool water. Re-wash with stain remover. Launder using chlorine bleach (if safe for fabric) or oxygen bleach.
BLOOD	Immediately rinse with cool water. For dried stains, soak in warm water with a product containing enzymes. Launder.
CANDLE WAX	Scrape off as much as possible with dull side of knife, then iron between absorbent paper, changing paper until wax is absorbed.
CHOCOLATE	Pre-wash with product containing enzymes in warm water or treat with pre-wash stain remover. Launder.
COLLAR, CUFF SOIL	Pre-wash with stain remover, liquid laundry detergent or paste of granular detergent and water. Launder.
COSMETICS	Pre-wash with stain remover, liquid laundry detergent or paste of granular detergent and water or rub with Bar of soap. Launder.
DAIRY PRODUCTS	Soak in a product containing enzymes for at least 30 minutes (hours for aged stains). Launder.
DEODORANTS/ ANTI-PERSPIRANTS	Pre-treat with liquid laundry detergent. Launder. For heavy stains pre-treat with pre-wash stain remover. Allow to stand <b>5</b> to 10 minutes. Launder using an oxygen bleach.
EGG	Soak in product containing enzymes. Launder.
FRUIT JUICE	Rinse with cool water.
GRASS	Soak in product containing enzymes. If stains persist, launder using a chlorine bleach (if safe for fabric) or oxygen bleach.
GREASE SPOTS, OIL	Pre-treat with pre-wash stain remover or liquid laundry detergent. For heavy stains, place stain face down on clean paper towels. Apply cleaning agent to back of stain. Replace paper towels under stain frequently. Let dry, rinse and launder using hottest water safe for fabric.
LEMON, LIME JUICE,	Rinse immediately with cool water.
LIPSTICK	On pure linen, rub with a little salad oil to dissolve lipstick, and then launder to remove oil.
RED WINE	Cover with salt if stain is fresh, and then rinse with cool water. If stain has dried, try club soda. TOMATO Rinse with cool water.
WHITE WINE	Use club soda.

## INTERIOR FINISHES

### Cabinetry & Medicine Cabinets

**Regular cleaning of doors** — Wipe with a damp cloth and dry immediately with another dry soft cloth.

**Major cleaning of doors** — Wipe door with a mild soap and water solution and dry immediately with a soft dry cloth. Excess moisture is the worst enemy of any finish. Dry off any water immediately with a soft dry cloth.

**Wood doors** - Wipe wood doors with a damp, soft cloth. Dry immediately with another dry, soft, cloth and follow with a coat of high quality liquid or paste furniture polish. Clean and wax occasionally, at least every six months.

### **Granite Countertops**

Cleaning the surface – Clean with a damp soapy cloth. For stubborn stains use a household solvent, rinsing thoroughly with clean water. Household bleach should not be allowed to remain on the surface. Never use abrasive cleaners or steel wool to clean your countertops. You will damage the surface.

Due to settlement in the home, the Dap filler between the countertop and wall might come loose. If so, cover with Dap or silicone caulking. Joints between cabinets and the wall as well as the adjustments on doors and drawers may need to be resealed or adjusted at a later date because of the settling and drying out of the home.

### **Windows**

In accordance with the Ontario Building Code, all of the windows in your suite will only open four inches. This safety feature helps to prevent the possibility of large items falling from the windows. All windows are tinted to minimize heat loss in the winter and protect furniture from the damaging ultra violet rays of the sun. An additional benefit to tinted windows is a reduction of the fading in both carpets and furniture that can occur due to prolonged exposure to direct sunlight.

The manufacturer warrants thermal pane sealed units for five years. If you notice that there is moisture between the panes of glass causing visibility to be effected it may mean that the seal on your window has failed. Please contact the management office immediately to arrange the replacement of the window unit.

Cleaning of the interior side of the windows is the homeowner's responsibility. The interior sliding windows can be removed for cleaning by lifting the individual window and pulling it out. The Condominium Corporation will clean all inaccessible exterior windows annually. It is the homeowner's responsibility to ensure that the window screen is removed for optimum cleaning. In order to remove the screens for the window cleaners, you must release the safety catch, which allows the window to open and then remove the screen.

### **Safety Catch**

To release the safety catch, you must open the exterior sliding window the full four inches, then open the window on the other side, reach for the safety catch and pull towards you. When you hear the click sound, push the exterior window open. The safety catch will automatically reset so that the window will only open the four inches.

### **Screens**

Once the safety catch has been released, adjust the clips so that they are in line with the frame of the screen and then pull the screen in.

### **Shower Enclosures**

1. Do not use abrasive cleaners - Always use a glass cleaner to dean residue from glass. The same cleaner can be used for aluminum.
2. Maintenance of silicone - Be sure to check and touch up silicone semi-annually in order to maintain effectiveness.
3. Do not use any force - Never force a shower door open or closed. Be sure not to use excess force when cleaning shower enclosure seams.
4. Reducing cleaning time - It is suggested that a good quality car wax be applied to the complete interior glass and aluminum finish in order to help water bead and run off smoothly, therefore reducing regular cleaning time. This should be carried out on a monthly basis.

# FLOORING

## Carpet

New carpet is prone to shedding. For easy maintenance ensure that the carpet is vacuumed regularly. Characteristics of carpet seams may be visible. Check for loose threads and trim as necessary. The easiest and most efficient maintenance for your carpet is simply to keep it fresh and clean. There are three things you can do to keep your carpet looking brand new.

1. ***Avoid soil accumulation*** - Keeping soil from collecting on your carpets can be as simple as controlling the "traffic" through your home. Positioning mats at the front door can prevent a lot of dirt being tracked through your home. Rearranging the furniture in your home periodically can also increase the life of your carpet by distributing heavy traffic areas more evenly. Cleaning the filter in your vertical fan coil unit on a regular basis will also reduce soil accumulation.
2. ***Vacuum regularly*** - This may sound like a simple solution, but it is a very important factor in extending the life of your carpet. The best time to vacuum is before the carpet looks dirty. Through time, even dust can be transformed into gritty particles, which can wear away your carpet in the same manner that sandpaper affects wood. Regular vacuuming can prevent this problem and greatly reduce the need for frequent steam cleaning. An upright vacuum or tank/canister type with separate beater bar brushwork is best to extract soil from your carpet. Check your vacuum's belts, motor beater brush often to ensure that the vacuum is at its most effective and has a clean, properly rotating brush. A vacuum, which requires a dust bag, will work better when the bag is less than half full.
3. ***Remove spills immediately*** - Your carpet will last longer and look better if spills are cared for as soon as possible. Most spills will stain or discolour a carpet if left unattended. To protect the colour and look of your carpet, you should always pre-test any spot or stain cleaning procedure on a hidden area of your carpet. Solutions, solvents, water and other liquids should be applied to a clean white paper towel. The towel can then be used to dampen the carpet. Never wet the carpet through to the backing.

For most stains, you need to blot the area. Blot by pressing straight down with a clean white paper towel. Do not rub spots as this can change the carpet texture and often will spread the stain. Once the bulk of the stain is blotted, be sure that you have soaked up all traces of the staining material possible by placing 1/2" thick pad of paper towel on the cleaned spot with a weight and leaving it overnight.

When scraping is required, gently scoop or scrape up the stain with the blunt edge of a spoon. Work from the outside of the spill or spot toward the centre to prevent spreading the stain.

Occasionally, a carpet may buckle through normal stretching of materials; this is not a defect in workmanship. In cases of excessive buckling, the carpet can be re-stretched.

## Hardwood

You may see slight variation in the colour of wood finishes in your home. Due to the difference in the natural colour and grain, each piece of wood will not be exactly the same. They will also react differently to the finishing materials used.

The plank is factory pre-finished with a durable finish that does not require waxing. Vacuum clean or damp mop the plank at least once a week.

The key to lasting beauty of your wood flooring investment is proper maintenance for the life of your floor.

1. Never clean your hardwood floor with water or use a cleaner that is mixed with water. Do not use vinegar or bleach on your hardwood flooring.



2. Keep floor mats at all entrance ways to keep dirt and moisture from being tracked on your floor. Place walk off mats at all exterior entrances. This will capture much of the harmful dirt before it ever reaches the hardwood floor. Shake out, wash and vacuum mats and rugs frequently.
3. To avoid water marks, never let spills of any type remain on the surface of the floor. Wipe up spills immediately.
4. Rotate area rugs occasionally to minimize discolouration from sunlight.
5. Use soft furniture protectors under all furniture.
6. Vacuum and sweep your floor as often as required to eliminate dust and debris from your floor. This may have to be done on a daily basis; depending on the amount of traffic in your home.
7. When moving heavy furniture or appliances put a large heavy blanket underneath them to avoid scratches and dents.
8. Do not wear high heels on your hardwood floor. Spiked shoes exert approximately 1000 pounds per square inch. Old, unprotected tips will dent any hardwood floor.
9. Use a recommended hardwood flooring cleaner. Hardwood Cleaner has been specially formulated to eliminate streaking and residue.
10. Minimize surface scratches by keeping your pets' nails trimmed.

#### ***Common Solutions to Common Problems Associated with Hardwood Flooring.***

1. **Problem:** A squeaky, noisy floor.

**Probable Cause:** Integrity of the sub floor is poor, improper nailing of floorboards or it has been subjected to excessive moisture and/or drying.

**Solution:** To quickly rectify the problem, contact a qualified hardwood floor installer or your nearest hardwood flooring dealer, to determine the best way to solve the problem.

2. **Problem: Discolouration.** Flooring is changing colour over time; it's yellowing, darkening, etc. You moved your area rug and underneath it's a different colour.

**Probable Cause:** U.V. rays entering your home through windows, patio doors, and skylights will over time change (modify) the colour of your floor. This is especially common when moving area rugs and low-lying furniture. This is a natural occurrence and is common in the flooring industry.

**Solution:** Minimize the amount of sunlight coming in direct contact with the floor. Remove and rotate area rugs and furniture occasionally. This will allow the rest of the floor to even out over time.

3. **Problem: Dents, Indentations, Surface Scratches or Gouges**

**Probable Cause:** High heels, chair legs, moving of furniture or appliances without protecting the floor, pets (particularly dog toenails), debris under hard shoe soles and poor maintenance.

**Solution:** Use soft protective pads under all furniture and chairs. Avoid wearing high heels on the hardwood floor. Clip dog nails. Maintain floor by sweeping or mopping on a regular basis with a hardwood floor cleaner. Replace or repair any damaged or defected floor boards. Resurface.



#### **4. Problem: Excessive or Early Wear**

**Probable Cause:** Improper maintenance and/or protection. Too much localized foot traffic.

**Solution:** Maintain floor by vacuuming and removing debris on a regular basis. Use felt pads under all furniture. Use protection in front of kitchen sink and working area. Touch up repairs immediately.

#### **Ceramic**

Ceramic tile maintenance is simple, as it requires no sealant, waxes or other frequent treatments. Most dirt will not adhere to the surface of the ceramic tile and generally a mild detergent and water will remove any spills or stains.

#### **Maintenance**

Always rinse cleaned areas thoroughly with soap-less detergent in water. If a film appears, rinse again. Wipe dry with a soft cloth or sponge. Do not use soap to clean ceramic tiles, as it forms a film, which not only dulls colours, but also can support growth of bacteria and mildew.

Do not use phosphate detergents in areas where moisture is continually present, such as the tub or shower enclosures, unless the grout is water repellent i.e. furan, epoxy resins, or silicone rubber. Phosphate in the detergent actually encourages subsequent growth of mildew and mould on cement and mastic grouts.

Do not mix chlorine bleach with other cleaning supplies containing ammonia or acids, such as vinegar. Dangerous gases are formed through this combination.

Hard water scum formation – A 50 - 50 mixture of white vinegar and water may be useful in removing this type of deposit. This mixture may cause colour shift and surface cracking in certain kinds of glazed tile. Experiment first on a small area of the affected surface. The mixtures will not harm most glazes or the surfaces of unglazed tile if rinsed promptly. Commercial tile cleaners are also available to remove hard water deposits.

Do not use steel wool on tile except with great caution. Always use new pads, since rust will stain light coloured tile. Use only fine textured pads to avoid scratching. The cleaning pads developed to scour adhesive surfaces like Teflon are safer to all kinds and grades of tile.

#### **Marble**

Marble is a natural stone that has been used in homes for three thousand years. Although very soft, it is a very durable material. Due to the fact that marble is a product of nature, it is not possible to guarantee that all colour and markings will be present in each tile or finish.

Scratches will always be present in marble and cannot be eliminated entirely, as this is the nature of the stone. The beauty and luster of the marble, although slightly impaired, will still look as appealing. There is no effective way to prevent scratches from occurring. To further protect marble, a system called "crystallization" can be applied which basically activates an iron exchange in the bonding of the calcium in marble, hides minor scratches and gives the marble a rejuvenated look.

Marble is a very sensitive material and if subjected to rapid temperature changes, it may crack along its natural veins.

#### **General Maintenance**

1. Do not allow dirt to stand or accumulate on marble surfaces, as this will scratch the marble. Marble should be wiped down with water and/or dishwashing liquid (a non-acidic type - 1 capful per gallon of water). Rinse with clear water. Make sure that excessive water is completely wiped up.

2. **NEVER** use any acid, ammonia or chlorine based cleaning products, since marble has calcium based nature and applying these cleaning products may burn the surface. AVOID: coke, apple juice, wine, vinegar, alcohol, Windex, Fantastic, CLR, tile grout cleaner, contact lens cleaner, toothpaste, etc. Any staining caused by acids must be re-polished in order to remove the damage. Do not attempt to remove this stain by scrubbing or other methods, as it will cause further damage.
3. Use a soft cloth to clean the marble surface.

### Caulking and Grout

Some items in your new home will require proper preventative maintenance or periodic monitoring as to alleviate problems in the future. Both caulking and grout are susceptible to shrinkage, drying or cracking over time. Once the one-year warranty period has expired, it is the responsibility of the homeowner to ensure that the caulking around any bathtubs, toilet bowls, and shower stalls is maintained in good condition and in position. The caulking and grouting can easily be checked during your usual cleaning.

Caulking is a sealant, which is applied to plumbing fixtures and joints between floor and wall areas, which will be exposed to water. It is a very pliable material and is easy to use. There are many different types and brands available on the market. For bathroom areas, we recommend silicone (mildew resistant) caulking.

When re-applying caulking to the bathtub areas, it is advisable to fill the tub with water prior to application. This procedure should help eliminate the possibility of the caulking coming loose when weight is applied.

To re-apply silicone (mildew resistant) caulking, follow these simple instructions:

1. **Prepare area** - Remove all old existing sealant. Wash area with a non-abrasive cleaner. Wipe area dry. Wipe area with rubbing alcohol. Wait for 1-2 minutes and wipe with a clean cloth.
2. **Applying the caulking** - Apply silicone caulking and smooth out with tip of Popsicle type stick. For easier smoothing out, dip the stick in dishwashing liquid to moisten the tip. Make sure all cavities and openings (including corners) are covered completely.
3. **Curing** - Let are for a minimum of 6 hours. Note: It is recommended that the bathtub/shower stall area not be used for at least 24 hours after application. The sealant will release an acetic acid during the curing period. The odour is similar to vinegar.

Please check the manufacturer's directions listed on the tube itself for further instructions.

Grout is the material used to fill the joints between tiles on floors and walls. Grout between the tiles and in the corners should be checked during regular cleaning. Any cavities found should be filled in as soon as possible. Again, after the one-year warranty period, it is the responsibility of the homeowner to ensure that this material has the proper coverage and is maintained in good condition.

## ELECTRICAL, PLUMBING & MECHANICAL

### Breaker Panel

Your suite is serviced by a single electrical panel. The location will vary from suite to suite. The panel provides power to your suite and several circuit breakers. Each breaker provides power to a specific area, or item within the suite. The breakers are labeled, so that you will be able to quickly determine which area and/or appliance each one applies to.

If you overload one of the electrical outlets the breaker will "trip. Unlike a fuse you do not have to

replace a breaker if it overloads, just follow the simple procedure below to restore power.

1. Locate the breaker that has tripped on the breaker panel. A tripped breaker will be set in the middle position.
2. Unplug everything that was plugged into the outlet(s) serviced by that particular breaker.
3. First turn the breaker to the off position, and then turn it back on. This will reset it and power should be restored to the outlet(s).

### **Ground Fault Circuit Interrupter (G.F.C.I.)**

The Electrical Safety code requires G.F.C.I outlets be installed in at least one residential bathroom in a new home. One bathroom will have the G. F. C. I outlet while the other bathroom outlet is wired back to the G.F.C.I. The G.F.C.I is designed to protect against accidental electrical shock. In the event of an electrical short, the G.F.C.I will stop the flow of electrical current through the circuit within fractions of a second. The interruption in electrical current helps prevent further injury.

### ***Preparation***

Make sure power is available, as the circuit breaker must be on to conduct the test. The RESET button should always be pushed in.

### ***Testing***

To test the function of the RESET button, push the TEST button and immediately the RESET button should pop-up. If the RESET button does not pop-up when the test button is depressed, do not use the G.F.C.I outlet. Notify a qualified electrician that you have lost protection in the G.F.C.I.

### ***To Restore Power***

Push RESET button firmly into device until an audible click is heard. Please note if the shock finder G.F.C.I trips when an appliance is used, the appliance may be defective and should be repaired or replaced.

### **Switched Outlet**

As there is no ceiling outlet in the living room, we have installed a switch, which will work in conjunction with one of the two receptacles at designated electrical outlets.

Simply plug in your table lamp into the switched portion of the outlet and turn the lamp to the "on" position. The wall switch may now be used to operate this lamp. The other portion of this electrical outlet is not switched and will operate as a normal outlet.

### **Electrical Safety at Home - Source: Toronto Hydro**

Electricity can do wonderful things for us. However, if improperly used electricity can be hazardous. This information will familiarize you with the most common types of electrical hazards and give tips on how to protect yourself from electrical shock. While every effort has been made to provide accurate and complete information, Toronto Hydro Energy Services will not be liable for any loss, cost, damage or injury whatsoever, resulting from the use of this material.

### ***Children's Areas***

- Make sure toddlers never poke anything into an electrical receptacle.
- Install approved plastic safety on all wall outlets.
- Keep electrical cords away from crawlers and early walkers. Teething on an electrical cord could cause a severe or even fatal electrical shock.
- Keep heaters and fans away from curious youngsters.
- Safety pins, paper clips, and other small objects are hazardous to small children and can become lethal if they are poked into electrical outlets.

### ***The Bathroom***

- Avoid playing an electrical radio or TV near a bath or sink, and always stand in a dry place when you're operating an electrical appliance, such as a hair dryer.
- "Unplug it" is an important practice, especially if you have children in the household.
- If a product that is plugged in falls into a sink or other vessel of water, unplug it before you retrieve it.
- Never leave irons, or small appliances within the reach of youngsters.
- Discard or repair an appliance that causes the slightest shock.

### ***The Kitchen***

- Unplug the toaster before you pry out that errant piece of toast with a knife or fork. You may still get a shock from some models, even if the toaster is turned off!
- Have Ground Fault Circuit Interrupters installed, particularly near the sink and other water sources
- Unplug appliances before cleaning them. Don't become a conductor!
- Never touch a tap or other grounded metal while in contact with an electric appliance.

### ***The Living Room***

- Multiple plugs can be a fire hazard. If you don't have enough outlets, have a qualified electrician install more.
- An extension cord under a carpet can cause electric shock or fire. Have an additional plug installed instead.

## **PLUMBING**

### **General Plumbing Information**

The plumbing in your suite was installed by a professional plumber and generally should need only minimum maintenance if it is cared for properly.

Each plumbing fixture in your home has a drain trap. This piece of pipe is designed to provide a water barrier that prevents any air borne bacteria and sewer gas odour from entering the suite. Any fixture that is used infrequently (such as a secondary shower or toilet) should be turned on or flushed at regular intervals, to replace evaporating water and ensure that the water barrier remains in place.

Toilet bowls are installed with a rubber gasket at the floor flange, which seals the toilet bowl and the drainpipe. Infrequent flushing will allow the water to evaporate in the toilet bowl. The rubber gasket dries out and becomes brittle, which could lead to leakage and damages.

Also, chemicals found in some toilet bowl cleaners, particularly the tank-installed automatic dispensing type will cause the toilet tank components to fail prematurely. We do not recommend the use of these types of cleaners.

### **Water shut off valve**

There are two types of hot and cold water shut-off valves located in your suite. At the kitchen sink the shut-off valves are turned clockwise to stop the water flow. The other locations in your suite are wall type valves, where you would insert the brass plumbing key and turn clockwise to stop the flow of water. If you have difficulty finding them, ask your superintendent BEFORE you have a problem.

In the vicinity of the stacked washer/dryer a shut-off valve for both the hot and cold water has been installed. This lever should remain in the "off" position at all times while the washer is not in use. If you do not shut-off this lever between use of your washer, premature failure of the "o" rings and the build up of scaling and corrosion inside the valve housing is a likely consequence.

In case of a plumbing emergency every member of the household should know the location of these valves. The developer assumes responsibility for clogged fixtures and drains where defective construction or workmanship can be demonstrated to have caused the problem. The developer cannot take responsibility for any damage to contents resulting from a water leak. It is each homeowner's responsibility to obtain adequate home insurance for their contents, betterments and improvements.