

STUDIO

ON RICHMOND

Homeowner Guide

Managed by
ICC PROPERTY MANAGEMENT LTD.



STUDIO

ON RICHMOND

TABLE OF CONTENTS

YOUR CONDOMINIUM GUIDE

CONTACTS AND EMERGENCY NUMBERS	3
YOUR MAILING ADDRESS	4
PARCEL DELIVERY	4
ACCESS TO THE BUILDING	4 - 5
ACCESS TO PARKING	5
PARKING INFORMATION FOR RESIDENTS	5
STORAGE/BICYCLE LOCKERS	6
MOVING AND DELIVERY	6
UTILITIES	6 - 7
• Cable	6
• Telephone and Internet	6
• Hydro and Water	6
• Energy Saving Tips	7
SECURITY	7 - 8
• In-Suite Security System	7
• Panic Alarms	7
• Intercom System	7
• Cameras	8
• Soliciting	8
• Elections	8
ALTERATIONS TO YOUR SUITE	8
SUITE KEYS AND MAILBOXES	8
BARBEQUES	9

STUDIO

ON RICHMOND

FIRE SAFETY	9 – 16
• Instructions to Occupants on Fire Procedures	9
• If You Discover Fire	9
• If You Hear the Fire Alarm	9
• Once Inside the Stairway	9 – 10
• Fire Extinguishment – Control or Confinement	10
• Emergency Procedures	11
• In Case of Fire	11
• Control of Fire Hazards in the Building	12
• Combustible Materials	12
• Fire Hazards	12
• Fire in Your Residential Building	13 – 16
FIRE ALARM SYSTEM	17
• Smoke Detector	17
• Speaker	17
• Sprinkler System	17
EMERGENCY GENERATOR	17
ELEVATORS	17
GARBAGE AND RECYCLING	17 – 19
• Garbage Chute Room: Tri-Sorter	18
• What can you Recycle	18
• What you Cannot Recycle	19
VACATIONS AND OTHER ABSENCES	19
TABLE OF MAINTENANCE/REPAIR RESPONSIBILITIES	20 – 22

All information is correct at the date of printing of this manual and is subject to change without notice.

STUDIO

ON RICHMOND

CONTACTS AND EMERGENCY NUMBERS

NAME	TELEPHONE	COMPANY/HOURS
Property Management Company ICC Property Management	ICC Property Management Tel: (905) 940-1234 Fax: (905) 940-3881 24hr Emergency (416) 346-0323	Office Hours: Monday – Friday 9:00 a.m. to 5:00 p.m. (excluding holidays)
Condominium Property Manager John Wilson	Site Management Office Tel: (647) 347-4283 Fax: (647) 347-4285 Email: studiopm@iccpropertymanagement.com	Office Hours: Monday – Friday 9:00 a.m. to 5:00 p.m. (excluding holidays)
Concierge The Forest Hill Group	Tel: (647) 347-4962	24 Hours a Day 7 Days per Week
EMERGENCY Fire, Medical, Security	911	Police, Fire, Ambulance

STUDIO

ON RICHMOND

YOUR MAILING ADDRESS IS:

199 Richmond Street West
Toronto, Ontario
M5V 0H4

PARCEL DELIVERY

The Concierge/Security will be pleased to accept parcels on your behalf provided that a signed and completed Waiver Form is on file with our office. Due to the limited space available for storage, we are able to accept only small parcels. **We are unable to sign for registered mail.**

Perishable items, such as flowers can be accepted if pre-arranged, or if the Concierge/Security is able to ascertain that the Resident will come the same day for the flowers. Food items will not be accepted. Parcels may be picked up from the Concierge desk 7 days per week 24 hours per day.

ACCESS TO THE BUILDING FOR RESIDENTS

Access to the Main Lobby and Common Areas

The FOB access system allows Residents entry into all the secure areas of the building. The FOB reader is conveniently mounted within close proximity to the secured door, and the door will automatically unlock when an activated access card is placed near the reader. These FOBS are uniquely coded and maintain a history of entry into the building, as well as point of entry.

Access FOBS are issued to each new suite owner. Lost, damaged or stolen FOBS are simply removed from the database and de-activated. No extra FOBS will be issued to non-residents (ie. maid service, dog-walkers, invited guests, etc). Access FOBS will only be sold to bona-fide owners. Tenants must contact their landlord/unit owner should they require additional access FOBS.

Residents may gain entry to the Main Lobby and Common Areas of the building by using the access FOB or being admitted by the Concierge personnel.

ACCESS TO THE BUILDING FOR VISITORS

Enterphone System and Concierge/Security

The enterphone system allows for entry at the Main Lobby entrance and at the P1 parking garage elevator vestibule. This system is efficient in allowing visitors quick and easy entrance to your home. Visitors scroll to the Resident's name, enter the code number and speak to the Resident directly on the telephone, which has been connected directly to the enterphone system.

Visitors may also gain access to the Main Lobby by pressing the intercom button and speaking with Concierge personnel. The Concierge personnel will electronically permit the lobby door to open to allow Visitors entry to the Lobby. The resident will then be called by the Concierge personnel for permission to allow Visitors to proceed to the residential floor.

STUDIO

ON RICHMOND

Residents are advised that should the telephone be in use while the Visitors or the Concierge personnel are attempting to reach you, and you do not have a call-waiting signal, your Visitors may be required to wait to gain entry until you hang up the telephone. Accordingly, you may wish to obtain a call-waiting system on your telephone or advise Concierge personnel the names of expected Visitors. To let a visitor into the building who has called you from the enterphone system, simply press 9 on your telephone keypad. This will unlatch the main lobby door and provide your visitor access into the building.

ACCESS TO PARKING

The entrance to the underground parking garage is located on the west side of the laneway that runs between Richmond Street West and Nelson Street; this laneway runs parallel to Simcoe Street, just to the west of it. The Residential parking units are located on levels P2, P3, P4, P5 and P6.

An owner who has purchased a parking unit in the Residential Condominium parking garage is issued a garage remote (one per parking unit). Access to the residential parking area is gained by using this remote at the overhead garage door on the P1 level (which separates the residential parking area from the visitor/public parking area). If the remote is lost, stolen or damaged, it should be reported immediately to the Property Manager and it will be de-activated from the system. A replacement card may be purchased through the Property Management Office. Additional remotes must be requested in writing.

There are no free Visitor Parking spaces available; instead there are 104 paid spaces that are available for use by visitors and the public, all of which are located on the P1 level.

PARKING INFORMATION FOR RESIDENTS

- Please ensure that the Management Office has your current license plate number..
- When in the parking garage, please drive at a speed of no more than 10 km/h and adhere to all posted signs.
- Residents must use their own parking spots and park within their parking boundaries.
- Vehicles parked in unauthorized areas will be ticketed and/or towed at the vehicle owner's sole risk, responsibility and expense.
- The Declarant, Condominium Corporation, property management and/or its agents, employees or assigns will not be responsible for any loss, damage, theft to vehicles or vehicle contents howsoever caused.
- No unlicensed vehicles or vehicles with expired permits are allowed in the parking garage.
- Parking tickets will not be paid or cancelled by the Declarant or Condominium Corporation.
- Please keep in mind that for legal reasons, it is the homeowner's responsibility to remove an unauthorized vehicle that is in your designated parking spot.
- Repairs, washing, oil changes and storage of non-functioning vehicles or any other items are not allowed in the parking areas.
- Parking spaces are for motor vehicles only. Storage is not permitted in the parking spaces including windshield washer fluid, snow tires, etc. Items left in the parking spaces may be discarded.
- If spills of any kind occur, please clean them up immediately with soap and water, or apply an absorbent material and return to clean the spill as quickly as possible.
- Leaks left for any period of time will result in damage to the garage surface. It will be the financial responsibility of the parking space owner to repair the surface to its original condition. A few minutes of your time could avoid this unnecessary expense.

STUDIO

ON RICHMOND

STORAGE/BICYCLE LOCKERS

Residents who have purchased a locker are provided with a separate key that provides access to the specific locker room that contains their locker storage unit. Please ensure that all articles stored in lockers are kept within the space purchased and not in the area above or around the enclosure. Items within the locker room should be kept elevated from the floor, and placed under a plastic cover, as neither the Declarant nor the Condominium Corporation is responsible for damaged items as a result of water leakage. Please note comments under the Insurance Section. **Do not store gasoline, propane tanks or any other combustible material in the locker cage.**

MOVING AND DELIVERY

The entrance to the delivery and loading area (to be used for all moves and deliveries), is beside the entrance to the underground parking garage, which is accessed via the laneway that runs between Richmond Street West and Nelson Street; this laneway runs parallel to Simcoe Street, just to the west of it. If you are moving in or are expecting a delivery of furniture that requires access to the loading area and use of the service elevator, please notify property management for your booking.

When your move has been completed, please break down all cardboard and dispose of it in the garbage room located on the P1 level. Please do not deposit cardboard down the garbage chute as it will block the chute which creates an inconvenience to residents and an unnecessary operating expense. Please do not leave furniture (i.e. mattresses, couches, chairs) in the garbage room, as the waste disposal company will not pick these items up. Please make arrangements with a charity or an outside waste disposal company for removal of these items.

UTILITIES

Cable Service

Your suite is pre-wired for television programming and it is your responsibility to arrange for commencement of services.

Telephone and Internet Service

Your suite is pre-wired for telephone service installation and Internet and it is your responsibility to arrange for commencement of telephone and Internet services.

Hydro and Water

Your suite is individually metered for both electricity and water usage. Upon receipt of a monthly invoice, the Homeowner (and/or Resident) submits payment for the electricity and water that was used in the suite. The Condominium Corporation pays for the electricity, water and gas used in the common areas, which form a portion of the monthly common element fees paid by each suite owner to the Condominium Corporation.

All residents will need to set up an account for their suite electricity and gas usage, both of which are currently administered by Enercare, who will bill you directly. For further information, or to set up an account please call Enercare at 866-449-4423.

STUDIO

ON RICHMOND

Tips to Save Energy Around Your Home

- Use bathroom and kitchen exhaust fans to quickly remove excess moisture. Fans keep air moving, making you feel cooler.
- Turn lights off when not needed.
- Use a toaster oven or microwave oven whenever possible. Both use less energy than a conventional oven.
- Redirect air that is being blocked by furniture for maximum efficiency.
- Lower your thermostat to 20C (68F) for heat or raise a few degrees when cooling.

INSURANCE

Building Insurance

The condominium corporation's insurance covers full replacement value of the basic units and their original builder applied finishes, as well as coverage on the common elements. In addition, the corporation carries liability insurance as well as other insurance as necessary.

Please note that improvements and betterments, or personal property of the resident, in the suite and locker are excluded from the condominium corporation's policy. Improvements and betterments are upgraded items such as carpet, flooring, and cabinets in a suite that were purchased by the homeowner at an additional cost.

Homeowner Insurance

All owners should obtain insurance coverage for: liability, personal contents of suite and locker, improvements and betterments, Corporation's Insurance deductible. The individual homeowner is responsible for the Corporation's Insurance Policy deductible if damage is a result of an act or omission on the part of the owner/resident, family, guests, or owner service personnel, and other coverage as required.

Tenant Insurance

If a suite is being rented, the unit owner requires insurance coverage as noted above. The tenant is responsible to purchase a specific tenant insurance package.

For Homeowner Insurance and Tenant Insurance, if applicable, please speak to your insurance broker to obtain detailed information in regard to specific coverage pertaining to Condominium Residents and ensure that the policy adequately meets all insurance needs.

SECURITY

In-Suite Security System

Each suite is equipped with an in-suite security system, which allows each resident to arm or disarm the suite entry door and to choose his/her own code. When the panel goes into alarm, the resident is alerted and at the same time the alarm will cause an alert on the computer screen at the Concierge desk in the Lobby. Instructions on how to set-up the alarm panel can be found on the screen display options. The Property Manager can be contacted to obtain further information.

Panic System

There are Panic Stations located throughout the parking garage to summon help. Fixed Panic Stations are located on all parking levels and they activate a siren and strobe light in that area when pulled. The system alerts the Concierge personnel in the main lobby.

Intercom System

There are intercom stations located throughout the parking garage levels and strategic entry points. Pressing the intercom button allows for immediate communication with the Concierge located in the main lobby.

STUDIO

ON RICHMOND

Cameras

A closed circuit television system (CCTV) is installed in strategic locations throughout the building. All of the cameras are wired to the Concierge desk in the main lobby to enable monitoring and recording of these strategic locations. All of the cameras record 24 hours per day, 7 days a week.

Soliciting

Solicitation on the property is strictly prohibited. If a flyer is received at your door or you witness someone distributing flyers, please notify Concierge personnel immediately.

No sign, advertisement, or notice is permitted on any part of the common areas including the outside of the building.

Elections

Candidates for election at the municipal, provincial, and federal government levels are allowed to enter the building to canvas, either in person or by an agent representing the candidate and are permitted to leave campaign literature at each suite door.

ALTERATIONS TO YOUR SUITE

Please note that during the Interim Occupancy Period, there may be no alterations, additions or improvements to your suite without the prior written consent of the Declarant.

After the registration of the Condominium Corporation and the election of the Board of Directors at the Turnover meeting, the Board of Directors must approve any changes beyond the ownership boundaries of your suite, such as changing the carpeting to hardwood floors or other modifications. An ALTERATIONS-ADDITIONS and IMPROVEMENTS AGREEMENT must be completed by the suite owner **prior to commencing any work** and the AGREEMENT must be approved by the Declarant or elected Board of Directors.

Please note that the Corporation's or Declarant's Solicitor may need to be involved with your Alteration, Addition and Improvement and there may be legal fees incurred in order to register the Alteration, Additions and Improvements Agreement against the title to the unit. Legal fees include costs associated to preparation time, registration fee, solicitor fee, and applicable tax. All costs would be the responsibility of the unit owner.

SUITE KEYS AND MAILBOX KEYS

All suite keys are on one master key system, which allows Property Management to gain immediate access in case of an emergency, such as fire or flood. We request that you use a company approved by the corporation if in need of a locksmith, in order to preserve the master system for all the suites in the building.

Suite keys are not to be re-keyed without prior consent from Property Management. In the event you or your tenant re-key the lock, only the authorized locksmith for the building can complete this work. This is to ensure a uniform security system in the building for all suites, in addition to addressing any emergencies. Management does not retain a copy of your mailbox keys. Loss of both keys will result in the necessity to replace the mailbox lock and there is a cost involved for the suite owner.

STUDIO

ON RICHMOND

BARBECUES

For fire and safety reasons, propane, gas and charcoal barbecues are not allowed on the suite balconies or terraces. There will a communal BBQ area located in the second floor exterior garden area that residents can use.

FIRE SAFETY

INSTRUCTIONS TO OCCUPANTS ON FIRE PROCEDURES

IF YOU DISCOVER FIRE:

1. Leave the fire area.
2. Close all doors behind you.
3. Activate the Fire Alarm by using a pull station(s).
4. Use exit stairwells and leave the building immediately.
5. Telephone the City of Toronto Fire Services from a safe place by dialing 911. Never assume that this has been done. Know the correct address and location of the fire in the building.
6. **DO NOT USE ELEVATORS.**
7. **DO NOT RETURN** until it is declared safe to do so by a Fire Department Official.

IF YOU HEAR THE FIRE ALARM

1. Before opening the door, feel the knob for heat. If it is not hot, brace yourself against the door and open it slightly. If you feel pressure or a hot draft, close the door quickly.
2. If you find no fire or smoke in the corridor, close door behind you and leave by the nearest exit.
3. **DO NOT USE ELEVATORS.**
4. If you encounter smoke in the corridor or stairwell, consider taking an alternative exit where it may be clear, or return to your suite.
5. Listen for instructions or information that may be given by authorized personnel the voice communication system. If readily available.
6. If instructions indicate or situation warrants that an evacuation is necessary, close door behind you and leave by the nearest exit. If you encounter smoke in the corridor or, stairwell, consider taking an alternate exit or return to your suite.

ONCE INSIDE THE STAIRWAY

1. If you encounter smoke on your way down the stairs do not continue.
2. Leave the stairway onto the closest available floor areas and proceed to an alternate stairway. Open the door carefully and if there is no smoke, continue down the stairway and leave the building.

STUDIO

ON RICHMOND

3. If you cannot use any stairway to exit the building, return to your suite if possible] or enter an available floor area and bang on suite doors until you are able to take shelter.
4. Never go to the roof, smoke rises. Doors to the roof are locked and you could become trapped.
5. Remember, stay low to ground if you are in a smoke filled environment. The air is cleaner near floor level.

If you cannot leave your suite or have returned to it because of fire or heavy smoke, remain in your suite.

1. Close the door.
2. Unlock door for possible entry of fire fighters.
3. Dial 911 and tell the City of Toronto Fire Services where you are, then signal to fire fighters by waving a sheet from a window.
4. Seal all cracks where smoke may get in by using wet towels or sheets or masking tape.
5. Crouch low to the floor if smoke comes into the room.
6. Move to the most protected room and partially open a window for air (close window if smoke comes in).
7. Wait to be rescued. Remain calm. Do not jump.
8. Listen for instructions or information, which may be given by authorized personnel over voice communication system.

FIRE EXTINGUISHMENT – CONTROL OR CONFINEMENT

Only after ensuring that the alarm has been raised and the Fire Department notified, should an experienced person familiar with extinguisher operation attempt to extinguish a small fire **This must be a voluntary act.** If it cannot be easily extinguished with the use of a portable fire extinguisher, leave the area and confine the fire by closing the door.

STUDIO

ON RICHMOND

EMERGENCY PROCEDURES

The actions to be taken by occupants in emergency situations are posted on each floor at: Pull Stations/elevator lobby, or exit locations.

IN CASE OF FIRE

UPON DISCOVERY OF FIRE

**LEAVE FIRE AREA IMMEDIATELY
AND CLOSE DOORS.
SOUND FIRE ALARM**

CALL FIRE DEPARTMENT

DIAL 9 1 1

LEAVE BUILDING VIA NEAREST EXIT.

DO NOT USE ELEVATORS

UPON HEARING FIRE ALARM

**LEAVE BUILDING VIA NEAREST EXIT.
CLOSE DOOR BEHIND YOU.**

CAUTION

**IF SMOKE IS HEAVY IN THE CORRIDOR, IT
MAY BE SAFER TO STAY IN YOUR AREA.**

**CLOSE DOOR AND PLACE WET TOWEL AT
BASE OF DOOR.**

**IF YOU ENCOUNTER SMOKE IN STAIRWAY,
USE ALTERNATE EXIT.**

REMAIN CALM

STUDIO

ON RICHMOND

CONTROL OF FIRE HAZARDS IN THE BUILDING

A. COMBUSTIBLE MATERIALS

A high standard of housekeeping and building maintenance is probably the most important single factor in the prevention of fire. For example:

1. Combustible waste materials in buildings shall not be permitted to accumulate in quantities or locations that will constitute a fire hazard, such as elevator shafts, ventilation shafts, stairwells, or any other means of egress.
2. Combustible materials shall not be used to absorb flammable or combustible liquid spills within the building.
3. Greasy or oily rags or materials subject to spontaneous heating shall be deposited in a proper safety container or be removed from the premises.
4. Lint traps in laundry equipment shall be cleaned to prevent excessive accumulation of lint.
5. All ashes shall be stored in proper safety containers and combustible materials shall not be stored with ashes in the same container.
6. Flammable liquids shall not be used for cleaning purposes.
7. Combustible materials shall not be stored on a roof or adjacent to any building so as create a fire hazard to the building or its occupants.

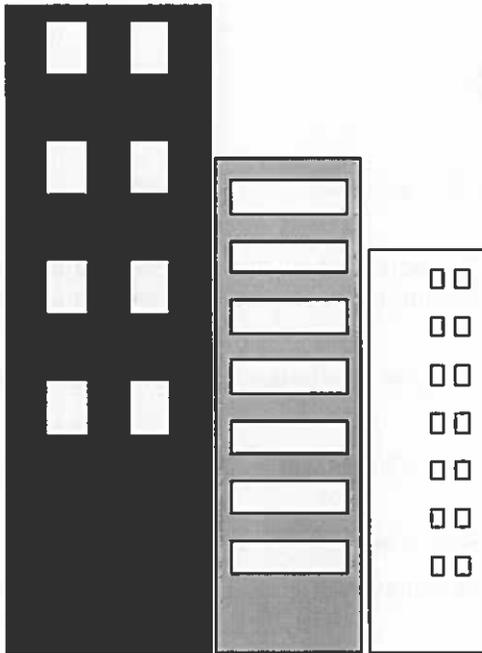
B. FIRE HAZARDS

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

1. **Do Not** put burning material such as cigarettes and ashes into garbage chutes.
2. **Do Not** dispose of flammable liquids or aerosol cans in these chutes.
3. Never force cartons coat hangers, plants, blankets, cardboard or bundles of paper into chute because it may become blocked.
4. Avoid unsafe cooking practices, (deep fat frying, too much heat from unattended stoves, loose hanging clothing).
5. **Do Not Use** unsafe electrical appliances, frayed extension cords, over-loaded outlets or lamp wire for permanent wiring.
6. To avoid careless smoking, use ashtrays. Never smoke in bed. Do not throw cigarettes from your balcony.

STUDIO

ON RICHMOND



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:

STUDIO

ON RICHMOND

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.

STUDIO

ON RICHMOND

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

STUDIO

ON RICHMOND

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.ofm.gov.on.ca>. The pamphlets are located under Public Fire Safety Information.

STUDIO

ON RICHMOND

FIRE ALARM SYSTEM

Suite Smoke Detector

Each suite is equipped with a smoke detector. The smoke detector is activated when, for example, toast is burnt. This alarm will only be heard within your suite and can be de-activated by clearing the air around the detector. The smoke detector does not require a battery, as it is hardwired to the breaker panel. The smoke detector MUST NEVER be disconnected. In Ontario, it is the law that each Homeowner ensures that they have the appropriate smoke detectors in their homes. Homeowners who violate to have working smoke detectors face stiff fines ranging from \$235.00 to \$50,000.00 and up to a year in jail.

Speaker

Each suite is equipped with a speaker to enable suite occupants to hear the building's fire alarm and subsequent announcements by the Fire Department personnel or by authorized staff.

Sprinkler System

The building is fully sprinklered – including the residential suites. Flow from any sprinkler head will activate the fire alarm system.

EMERGENCY GENERATOR

The building is provided with emergency stand-by power in the event of an electrical power loss. During an emergency, emergency lighting, fire alarm and detection systems, sprinkler, fire pumps, stair and elevator pressurization systems go into effect. The building air handling system automatically shuts down when a fire alarm signal sounds.

ELEVATORS

If a fire alarm is activated, the building elevators will come automatically to the lobby. Elevators will automatically stop on the floor above that floor where the fire alarm is activated. There are three (3) elevators. One elevator will remain operational for use by the fire department in the event of an emergency.

GARBAGE & RECYCLING

The garbage/recycling room for the Condominium is located on the P1 level. Residents are asked to flatten all cardboard boxes and take them down directly down to the recycling room and dispose of them into the correct bins. Cardboard should NEVER be deposited down the garbage chute, as it will block the chute. This will result in unnecessary common element expenses. In addition, any large garbage bags should be taken directly to the garbage/recycling room for disposal. Please be advised that if you or your tenant deposits an oversized item down the garbage chute and it becomes blocked the unit owner will be charged for the associated service call to unplug the chute.

Please note that the Superintendent is available to assist with the removal of large stacks of flattened cardboard boxes, especially during the hectic, initial move-ins to your new home. Please contact the Concierge desk and we will be pleased to arrange for the Superintendent's assistance.

STUDIO

ON RICHMOND

Please do not leave furniture (i.e. mattresses, couches, chairs) in the garbage room, as the waste disposal company will not pick these items up. Please make arrangements with a charity or an outside waste disposal company for removal of these items. You will be charged a disposal fee if you leave an article(s) in the garbage room without written authorization from the property management office.

Garbage Chute Room - Tri-Sorter

In interest of reducing the amount of waste that is transferred to land fill sites, every resident is encourage to dispose of their waste properly. To assist with this the building is equipped with an automated chute collection system (Tri-sorter). The tri-sorter consists of a stream for household waste, a stream for organic waste, and a stream for recyclables. The garbage chute on each floor provides access to each of these three waste streams. Please refer to the instructions that are located in the chute rooms. If you have any questions in regards to the operation of the tri-sorter, please contact property management.



Please rinse all containers to remove residue.

Cardboard cans such as refrigerated dough, frozen juice, chip, powdered drink mix and powdered cleanser containers. Put loose metal end inside cardboard can and pinch closed. Discard plastic pull-off strip and/or peel-off seal.

Plastic food jars, tubs and lids such as margarine, yogurt, ice cream, cottage cheese and sour cream containers.

Plastic bottles and jugs with lids securely fastened.

Milk and juice cartons

Empty paint cans and lids. Lids must be separated from the can.

Empty aerosol cans. Remove and discard lids.

Metal cans. Put lid inside can and pinch closed.

Glass bottles and jars. Remove and discard lids.

Aluminum rigid trays and pie plates.

Drink boxes. Remove and discard straws.

Household paper. Includes junk mail, writing paper, computer paper, flyers and envelopes.

Paper gift wrap and cards. Remove ribbons and bows.

Paper egg cartons, rolls and bags.

Corrugated cardboard and boxboard boxes such as cereal, tissue and detergent boxes. Remove liners, plastic windows and flatten boxes. **DO NOT DEPOSIT CARDBOARD BOXES DOWN THE GARBAGE CHUTE AS THEY WILL GET STUCK AND RESULT IN AN UNNECESSARY OPERATING EXPENSE.** Please bring down all cardboard boxes to the garbage room and deposit them in the appropriate container.

Newspapers and telephone directories.

STUDIO

ON RICHMOND



Plastic: toys, make-up jars, caulking tubes, clear egg cartons, fruit and vegetable containers, food storage containers, drinking cups and take-out food containers, molded bakery item trays, pails with metal handles, motor oil jugs, bags, plant trays and flower pots, foam cups, dishes and egg cartons (polystyrene or Styrofoam).

Glass: drinking glasses, dishes, cups, crystal, window glass, light bulbs, mirrors, pottery, pots and pans, make-up jars.

Metal: coat hangers, pots and batteries.

Aluminum: foil wrap and bags (i.e. potato chip bags).

Fibres: tissues, waxed paper, foil gift wrap, waxed cardboard.

VACATIONS AND OTHER ABSENCES

Please notify the Management Office if you intend to leave for extended periods of time and include names of people authorized to enter your home, as well as a contact person who can be reached in case of an emergency. Place newspapers and/or deliveries to your suite on hold, and make arrangements with the Post Office to hold your mail. During absences of short duration, a neighbour may be asked to take in the newspaper. Please note that Management does not have a copy of your mailbox key and the Concierge personnel cannot hold mail.

Additionally, it is important to check with your insurance broker to ensure that your homeowner insurance policy is not adversely affected by your absence.

STUDIO

ON RICHMOND

TABLE OF MAINTENANCE / REPAIR / RESPONSIBILITY

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. Where there is a conflict between this manual and the Condominium documentation, the provisions of the Condominium documentation shall prevail.

HOMEOWNERS/TENANTS ARE OBLIGATED TO KNOW THE LOCATION OF THE SUITE CENTRAL WATER SHUT OFF VALVES AND KNOW HOW TO TURN OFF WATER IN THE SUITE IN CASE OF EMERGENCY. (MOST SHUT OFF VALVES ARE LOCATED UNDER THE KITCHEN AND BATHROOM SINKS.)

<u>ITEM</u>	<u>MAINTENANCE/REPAIR</u>	<u>RESPONSIBLE ENTITY</u>
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 shutoff 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 common elements, or situated outside the dwelling unit boundaries and suit shut off valves.	The Corporation's 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 serving more than one dwelling unit and/or the common elements or situated outside the dwelling unit	The Corporation's responsibility.

STUDIO

ON RICHMOND

		boundaries and individual suite panel disconnect.	
4.	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 Owner's responsibility.
		Heat Pump units, including filters, situated within the dwelling unit exclusively.	The Corporation's responsibility.
5.	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 Corporation's responsibility.
6.	Exterior Building Roof, Vertical Walls, Foundations, Common Areas and Corridors.	All responsibilities.	The Corporation's responsibility.
7.	Windows.	Cleaning of the interior surfaces of all windows serving the dwelling units and the cleaning of all exterior surfaces accessible by patio, terrace or balcony (including railing) plus breakage of any windows through dwelling unit owner's/tenant's negligence.	Unit Owner's responsibility.
8.	Windows.	All exterior surfaces (except those accessible by patio, terrace or balcony) and all other common element area windows.	The Corporation's responsibility.
9.	All Entry Doors and Door Frames to Dwelling Units.	All repairs except those due to dwelling unit owner's/tenant's negligence.	The Corporation's responsibility.
		Maintenance of exterior.	
		Maintenance of interior surfaces.	Unit Owner's responsibility.
10.	Doors Situated Within Dwelling Units, Including All Interior Surfaces, Locks, Frames, Hinges And Hardware On Doors.	All responsibilities.	Unit Owner's responsibility.

STUDIO

ON RICHMOND

11.	Refuse Collection System Responsibility.	All responsibilities from point of drop off.	The Corporation's responsibility.
12.	Parking Garage and Units.	Sweeping, maintenance, repair.	The Corporation's responsibility.
13.	Dwelling Unit Appliances.	All responsibilities.	Unit Owner's responsibility.
14.	Locker Rooms.	Locker room: maintenance and repair of exterior walls, corridors etc., maintenance of heating and ventilation.	The Corporation's responsibility.
15.	Patios/Terraces.	Concrete pavers and dividers.	Unit Owner's responsibility.
16.	Patios/Terraces.	All waterproofing/ weatherproofing materials beneath the concrete pavers..	The Corporation's responsibility.
17.	Patios/Terraces.	Maintenance – cleaning, sweeping.	Unit Owner's responsibility.

