



## Friendly Reminder To All Tenants – 1475 Queen St W.

### **Lobby Security:**

It is nice to be polite, but please don't allow persons not recognised into the building.

Remember if someone does not have a key, they are likely a guest and can be let in by the person they are visiting.

Please report any suspicious activity to the management.

### **Report pests -bedbugs, cockroaches, etc.:**

Eliminating pests is everyone's goal. If you notice any activity report it to the management right away.

### **Maintenance and repairs:**

All repair requests must be submitted by a maintenance request form. You can download this form from the Camwood website or the form can be emailed. A hard copy of the form is also available in the lobby.

For safety measures of everyone, please ensure that if access is required to the unit for a repair, that a mask is worn at all times and 6 feet distancing or greater is maintained at all times.

### **A/C:**

As a reminder **no items including a/c units, are to be installed without written approval by the Landlord**. All requests must be made in writing and will reviewed to determine if an a/c unit can be safely installed and what necessary guidelines may be required to be followed. **Once again, approval is required by Camwood Properties Ltd. first.**

### **Garbage disposal:**


Please ensure that garbage is properly placed in bags and tied up. When placed in the designated disposal area, please ensure that the garbage is placed right in the bin and not on the ground or around the bin.

### **Recycling:**

The information below is a general guide. Please source the page labeled Recycling specific for further details.

Please ensure to:

- put items in loose and not bagged. Use a clear plastic bag only if necessary.
- Prepare containers in 3 easy steps:
  1. empty food, liquids or other contents

2. rinse to remove any residue
  3. place lid/cap on (including sprayers and pumps)
- Place all black and/or compostable plastic (e.g. food containers, bags, cutlery) in the garbage.
  - Flexible multi-layered packaging (e.g. stand-up pouches) and plastic-lined paper (e.g. instant oatmeal packs) go in the garbage. To check if paper is lined with plastic, rip it slowly. If you see any plastic lining, the item goes in the garbage.
  - Separate plastic bags/over-wrap from newspapers, flyers, magazines, water/soft drink cases. Recycle separately.
  - Put shredded paper in a clear plastic bag.
  - Put pieces of paper the size of a business card or smaller in an envelope or add to clear bag of shredded paper.
  - Put foam pieces smaller than 10 cm (4") x 10 cm (4") in the garbage.
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- Not all items with a recycling symbol  are accepted in Toronto's Blue Bin recycling program.
  - If unsure about whether or not an item can be recycled, check [Waste Wizard](#).

#### **Contact information and assistance:**

Please ensure that you reach out to the management if your contact information changes or if you require assistance in the case of an emergency. It is important that the office know where tenants can be reached at all times in the case of an emergency. It is also important that the fire safety plan box be updated with the most accurate information, so that if the case of a fire those who require assistance can be detected.

#### **Storage of hazardous and flammable materials:**

Is **not allowed** at any time. Please ensure that items are not brought into the building or stored that increase the risk of fire.

#### **Fire & Life safety:**

Smoke alarms must be connected at all times. Also, suite doors must always self close and latch. Suite doors should never be wedged open or obstructed.

Please promptly report any issues with fire safety equipment to the management right away.

#### **Smoking:**

Smoking is **not allowed** in the building common areas at any time. If smoking outside of the building, please ensure as per city bylaws that **at least 30 feet**, or 9 meters is maintained away from the building exits and entrances.

Thanking you in advance for your continued cooperation,

Camwood Properties Ltd.