



S A L I E N T

Disclaimer

This information provided herein is provided solely for the benefit of the homeowner and believed to be correct, but should be used for guidance purposes only. When information contained in the Homeowner's Manual is different from that contained in documentation provided by architects, engineers, suppliers, manufacturers, contractors, or any other purchaser documentation, that information shall be deemed correct.

Homeowner Manual Table of Contents

- 1)** Introduction to The Paris Block & Annex
- 2)** Emergency Procedures
- 3)** Warranty Information
- 4)** Service Information
- 5)** Home Care & Maintenance
- 6)** Warranty Commencement Date Certificate
- 7)** Trade and Supplier List
- 8)** Consolidated Disclosure Statement
- 9)** Equipment Owner's Manuals & Warranty Information

HOMEOWNER MANUAL SIGN-OFF

As a requirement of the Homeowner Protection Act, your builder is required to provide you with maintenance requirements for your home and its components. **Additional Items relating to the exterior of your building and common areas will be provided in the Strata Corporation Maintenance Manual.**

MAINTENANCE PROCEDURES &/OPERATING MANUALS (section 9)

- | | |
|------------------------|----------------------------------|
| 1. Wall Oven | 9. Microwave |
| 2. Cooktop | 10. Refrigerator |
| 3. Baseboard Heaters | 11. Plumbing (in home) |
| 4. Electrical Fixtures | 12. Alarm System (if applicable) |
| 5. Fan Timer | 13. Washer/ Dryer |
| 6. Sink | 14. GFCI Breaker |
| 7. Range Hood Fan | |
| 8. Dishwasher | |

I/we, _____, on this _____ day of _____, 2012

confirm that I/we have received the homeowner manual referencing the above-noted items for my/our newhome located at: # _____ - 53 West Hastings Street from a representative of SALIENT DEVELOPMENTS (PARIS) LTD or. I/we also acknowledge it is my/our responsibility to familiarize myself/ourselves with the contents of these manuals and undertake any maintenance requirements explained therein.

Owner(s) signature

Salient Developments (Paris) Ltd.

A COPY OF THIS PAGE IS TO BE RETAINED BY SALIENT (THE BUILDER) AND ALLAIRE (THE CONTRACTOR). THE BUILDER MUST FORWARD A COMPLETED COPY TO TRAVELERS GUARANTEE ALONG WITH THE COMPLETED "WARRANTY COMMENCEMENT DATE CERTIFICATE".

HOMEOWNER'S COPY

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BUILDER'S COPY

WELCOME TO THE PARIS BLOCK & ANNEX

THE PARIS BLOCK & ANNEX

Located at 53 West Hastings Street, The Paris Block & Annex is a 2-phase multifamily redevelopment involving a first phase of heritage rehabilitation and a second phase of new construction. Construction of the Paris Block was completed and Phase 1 occupied in 2009. Phase 1 includes the building entry, elevator, exit stairs, garbage room, recycling room, main electrical room, and main mechanical room for both phases of the project. Also contained in Phase 1 are the projects' storage lockers, and the majority of the building bicycle racks.

Phase 2 contains parking garage for some of the suites in the project, as well as an additional bicycle storage room. Phase 2 also contains the common roof top patio. Phase 2 connects to the primary infrastructure of the project that was initially constructed in Phase 1.

The Project has been developed by Salient Developments (Paris) Ltd, in collaboration with Gair Williamson Architects, Ankenman Marchand Architects, and Evoke International Design. Constructed by Heatherbrae Builders, the **Paris Block (Phase 1)** was completed in 2009. The **Paris Annex (Phase 2)**, was developed and designed by the same team, and completed by Allaire Construction in 2012.

Your home is an apartment/loft within the Paris Block & Annex strata lot condominium development. Each home is a strata lot within the strata plan (development). An overview of preliminary information about your strata lot and the strata plan is contained within the consolidated disclosure statement located in section 8 of this manual.

As a strata lot, your individual ownership is focused on the space and property within your home as outlined on the strata survey for your individual strata lot. You specifically own and are responsible for the care, maintenance, and insurance of your strata lot. The information in this manual pertains to individual strata lots. Please see an insurance broker for information about insurance for an individual strata lot. Although, the strata will have general building insurance, we recommend that you get individual content insurance for your home once you move in.

Certain areas not contained within your strata lot (such as the private decks, patios or storage lockers) which are intended to be used exclusively by one or more strata lot owners are called limited common property. Information on owner's duties for limited common property is contained in the disclosure statement.

The remaining structure and property (such as the building exterior, roof, exterior mechanical rooms, common corridors and stairs etc.) is called common property, and is collectively owned by the strata corporation, which is collectively made up of each strata lot. Each strata lot is apportioned a share in the common property, facilities, and other assets of the development. The common property is maintained and insured by the strata corporation.

More information about strata ownership and the strata property act can be found by contacting The Government of British Columbia at 604-953-5300 or <http://www.fic.gov.bc.ca/index.htm> or go directly to the following http://www.fic.gov.bc.ca/responsibilities/strataowners/act_regulations_forms_standard_bylaws.htm

No home is maintenance free. Proper and timely maintenance can extend the life of many of the components and systems incorporated in your new home and help you to protect your investment.

The maintenance suggestions within the homeowners manual are intended to provide you with a basic understanding of the maintenance requirements of your home, however, should any questions arise, please contact The Salient Group directly or the specific product supplier or manufacturer.

Undertaking maintenance is not for everyone. If you are uncomfortable undertaking any specific maintenance task, hire a professional.

This manual contains information that relates to each individual strata lot. Information on common property care and maintenance (as well as other useful information about the development) will be provided directly to the strata council.

The Salient Group

The Developer of the Paris Block & Annex is Salient Developments (Paris) Ltd, a member of the Salient Group of Companies. The Salient Group is committed to the idea of compact, walk-able communities within the built urban landscape – where people can live without having to commute great distances for work, recreation or life’s essentials.

Residential. Retail. Office. It is the re-imagining of the overlooked. And in that awakening we find new energy that helps to make our communities more vibrant... and more livable.
www.thesalientgroup.com

Here are some other projects the Salient Group has developed:

- **The Taylor Building**, 310 Water Street (Gastown) – 22 residential lofts and 4 retail units, in a fully restored 1911 heritage building.
- **The Bowman Block**, 528 Beatty Street (Crosstown) – 38 residential flats and lofts and 1 retail unit in a fully restored 1906 heritage building with a two story new addition.
- **The Paris Block**, 53 West Hastings Street (Gastown) – 29 residential lofts and 1 retail unit in a fully restored 1907 heritage building.
- **The Varsity**, 4375 West 10th Avenue (Point Grey) – 19 residential condominiums with 3 retail units inside a 4 story newly constructed concrete building.
- **Terminus**, 36 Water Street (Gastown) – 46 residential lofts and 4 retail units in a newly constructed 7 story concrete building with heritage façade retention.
- **The Flack Block**, 163 West Hastings Street (Victory Square) – A fully restored 1899 Heritage building with new modern interventions and a 1 story addition, over 55,000 Sq. Ft. of office and retail.
- **The Lumberman’s Building**, 509 Richards Street – Restored 8 story heritage office building.
- **The Alhambra**, 209 Carrall Street – A fully restored 1886 Heritage building with modern interventions, consisting of office on the second floor and retail on the ground floor.
- **The Garage**, 12 Water Street (Gastown) – 34 highly modern homes built over and integrated into the rehabilitation of two turn-of-the-century heritage buildings.

Gair Williamson - Architects

During a career spanning 15 years in Vancouver, Gair Williamson and Gair Williamson Architects has been recognized in awards for architecture and interior design that include an Urban Design Institute Award for Salient’s Bowman Lofts and a Lieutenant Governor’s Award for residential interiors.

Since 2003 Gair and his team have worked with Salient to craft a series of visionary urban interventions that define a powerful vision of the future of the inner city.

Bowman Lofts, The Paris Block and The Paris Annex represent an achievement of thoughtful design and craftsmanship that is the signature of Salient projects.
www.qwarchitects.ca

Allaire Construction

The Paris Annex – Phase 2 was constructed by Allaire construction. Allaire is a privately owned fully integrated company providing complete development and construction services throughout British Columbia. The principal and founder of Allaire, Marc Allaire, has been in the construction industry for 25-years, completing over 4100 homes in that time. They are focused on quality and service. www.allairegrp.com

Heatherbrae Builders

The Paris Block - Phase 1 was constructed by Heatherbrae Builders Inc. Heatherbrae is a family owned and operated company established by Michael Knight in April, 1990. Heatherbrae originated in Vancouver, B.C., and has since spread throughout the province and neighbouring Alberta. Mr. Knight and his team have over 100 years of combined experience in construction, estimation, and management. Since Heatherbrae opened, they have successfully instituted and maintained a company committed to service and quality. www.heatherbrae.com

Rancho Management Services Ltd.

Rancho Management Services Ltd. is a part of the Rancho Group of Real Estate companies. The Rancho Group has been in Business for over 35 years and is one of the larger property management companies in Western Canada. They currently have offices in Winnipeg, Edmonton, Calgary and Vancouver.

At present, Rancho Management Services Ltd. in Vancouver manages a variety of buildings of varying sizes throughout the city. They also have a fully computerized accounting system. They are also the first management company to make the strata's minutes, bylaws, and various forms available on their website (www.ranchovan.com).

Rancho Management Services Ltd. employs a staff of 12 full time Property Managers and a dedicated support team of accounting and administrative staff. They are committed to delivering excellent service and building positive relationships with their clients, tenants, and trades people.

Location: 701 - 1190 Hornby Street
Vancouver, BC V6Z 2K5

Contacts: Mike Elliot – Property Manager
Email: melliot@ranchogroup.com
Phone: 604-684-4508
Fax: 604-684-1956

CONTACT INFORMATION

Move-in Contacts and Utility Connection Information

1) BC Hydro Tel: 604-224-9376

The electricity at your address must be set up to your desired billing entity. Please ensure you make the appropriate arrangements in a timely manner. Please note that the hydro account will be closed by Salient as of the Possession Date.

2) Terasen Gas Tel: 1-888-224-2710

NOTE* Suites 601, 602, 603, 604, 605, 607, 608, 609 and 610 have gas lines that will be billed separately for their individual gas cooktops and rooftop deck hook ups.

3) Telus Tel: 604-310-2255

You should call Telus In advance of your Possession Date, as service activation may take a few days, and confirm with them what areas they need access to incase arangements have to be made with the property manager for keys.

If you experience problems doing these hookups, please call the electrician. Additional lines are available that will require internal and/or external hookups by a Telus representative. The telephone distribution boxes are located on floors 2 and 4.

4) Shaw Tel: 604-629-8888

Typically four cable outlets per unit have been provided with jacks and are ready for hookup. Please call Shaw for this service. Further outlets will require jack plates and an installer.

5) Water Meter

You will be paying for water consumption to the complex as a whole, based on meter readings billed to your strata or property manager.

6) Garbage Pickup

There is a residential garbage bin accessed off the north exit corridor on the ground floor. This has been designed so that residents will not have to exit the building to get rid of garbage. The recycling bins are also located in this area. The strata will arrange for a private contractor to empty the bins.

7) Alarm system Tel: 604-879-0404

All suites have been prewired for a alarm system. The company that did the alarm rough-in is Citiloc. They can arrange for installation or monitoring if desired Otherwise there are many other security companies that install and monitor a system.

**8) Travelers Guarantee Insurance
company**

Suite 2500 - 650 West Georgia Street
Vancouver, BC V6B 4N7

Home Warranty

Phone: 604-682-3095

Fax: 604-682-3096

9) The Homeowner Protection Office

Suite 2270 - 1055 West Georgia Street
Vancouver, BC V6E 3P3

Phone: 604-646-7051

Fax: 604-646-7050

EMERGENCY PROCEDURES

IN EMERGENCY SITUATIONS, PLEASE CONTACT THE PROPERTY MANAGEMENT EMERGENCY LINE AT

604-684-4508

If for any reason they cannot be reached, please you use the appropriate emergency numbers listed at the end of this section. At time of occupancy:

your property manager is Patrick Frechette at Rancho Property Management at 604-331-4262.

The following is a synopsis of a few emergency situations and what actions can be taken:

Sprinkler System Activation

In the event that a sprinkler head activates for a non-fire related reason, or a sprinkler pipe is damaged or bursts, the water should be shut off immediately, by shutting off the tagged "Main Sprinkler Shutoff" valve in the Mechanical room located in the basement, just off the North East storage room. The strata will identify an individual or service to respond to this issue should an event occur.

Burst Pipe or Water Line

A water line can burst due to a number of reasons, such as a loose joint, freezing, etc. and should be dealt with immediately. If the burst occurs between a fixture and a shut-off valve, close the shut-off immediately.

Plugged Fixture or Sewer Line

This generally occurs because of inappropriate materials being flushed down a toilet or drain by users of the facility. Do not continue use of toilets or sinks once a major blockage has occurred. Attempt to unclog the line using a plunger. If a larger blockage occurs, the services of a plumber may be required. If the blockage is due to a proven builder defect then the builder will take full responsibility for the problem.

***Please note that Garburators have not been installed in kitchen sinks, so extra caution should be taken not to put any solid food waste down the sink as this could result in a blockage and will not be considered a builder defect.**

Minor Plumbing Leak

Put a container under the leak and use a towel to soak up any excess water and contact your property manager or builder for assistance.

***Please note, although all appliances have been tested by your builder prior to your possession date, when you use your washing machine and dishwasher for the first few times, you should remain at home and monitor them as it is a common occurrence for minor leaks to occur. If a leak does occur, please contact your builder for assistance.**

Frozen Water Line

(Applicable only for suites with hose bibbs or water lines on outdoor decks)

If garden hoses are left attached to hose bibbs during the winter, freezing of the water line can occur. This is problematic once the pipes thaw as they may leak. If a major leak occurs, follow the steps described above regarding " Burst Water Line ". If accessible, heating the pipe with a hair dryer may thaw it out. If the, frozen pipe is due to a proven builder defect, the builder will take full responsibility for the repair.

***If using a outdoor water line between October and April, you should drain the line after usage in order to prevent the water in the line from freesing.**

Circuit Overload (Breaker Tripping)

If this occurs, ensure that the circuit is not overloaded with too many appliances, or that the appliance itself is not faulty. Appliances such as hair dryers, toasters and kettles that generate heat tend to draw a lot of electrical current. More than one of these types of appliances in use at the same time on the same circuit can cause circuit overload. Should circuit overload occur, unplug one or more of the appliances and reset the breaker. If tripping reoccurs, contact your builder. Ground fault circuit interrupters (G.F.C.I.s) protect exterior plugs and those in your bathrooms. It is sensitive and designed to trip when grounding occurs due to damp conditions, when extension cords are excessively long and/or in poor condition, or if appliances are faulty/old. If a G.F.C.I is tripped, ensure that no unsafe situations exist and that appliances and extension cords are unplugged, then reset the G.F.C.I.

Plugs and Outlets

If a plug or outlet sparks excessively, immediately turn off the breaker and contact your builder. A small spark when an appliance is unplugged is not uncommon.

All Power to your New Home Is Out

If, for any reason, all the power in your home goes out, check to see if there is a power blackout in your neighborhood. If not, check your main breaker (in the lower section of your electrical panel) and reset it after checking for a current overload.

Heating

If your electric heating system does not appear to be operating, ensure that the breakers have not tripped. Check the thermostat setting to ensure it has not been turned down.

Gas

If, at any time you smell gas, contact Terasen, your gas utility supplier, immediately. They will check your system and advise you of any problems.

In the event of a catastrophic emergency the gas to the building can be shut off at the gas meters located in the Alley

Roofleak

If there is evidence of a roof leak from water intrusion into the home, immediately contact the property manager. Until the leak is repaired, place a bucket under the leak to protect your new home.

EMERGENCY CONTACT NUMBERS

POLICE	911
FIRE	911
AMBULANCE	911
BC HYDRO (Power failure)	1-888-769-3766
TERASEN GAS (Gas problems outside the home)	1-800-663-9911
RANCHO PROPERTY MANAGEMENT	604-684-4508
ALLAIRE CONSTRUCTION	604-422-8718
PLUMBING EMERGENCIES Taurus Mechanical. (Gas, toilets, water line problems inside)	604-250-8741
ELECTRICAL EMERGENCIES: Powerpoint Electrical	604-513-6046
APPLIANCES: Trail Appliances	604-461-1598

WARRANTY INFORMATION

Your home has been built in accordance with and to the standards prescribed by the B.C. Building Code, and the building standards required by municipal authorities. Although the construction of your home was carefully supervised, we know that because of the very nature of wood, brick, concrete and other building materials, some service work might be required.

Allaire Construction and Salient Developments (Paris) Ltd. commit to repair defects in workmanship and to repair or replace defective materials, where such defects become evident within one year from the date of delivery of the home to you. The builder shall, to the extent permitted by manufacturers or suppliers, assign to you the benefits of any guarantee or warranty provided by such manufacturers or suppliers for a period in excess of one (1) year from the date of delivery of your home. The builder reserves the right to revoke this warranty or any part thereof if, in their opinion, the deficiency is caused by abuse or neglect by the occupant.

Your home is covered for two years for defects in materials and labour supplied for:

1. The electrical, plumbing, heating, and ventilation delivery and distribution systems: and
2. The exterior cladding, caulking, windows and doors that may lead to detachment and material damage to the New Home.

The following items shall not be considered defects in materials and labour:

1. Defects in materials, appliances, design and workmanship supplied by the Purchaser;
2. Normal shrinkage or warping of materials;
3. Defects arising from improper maintenance by the Purchaser, including damage caused by, or resulting from, dampness or condensation due to failure of the Purchaser to maintain adequate heat and/or ventilation in the home;
4. Defects in workmanship or materials related to alterations by the Purchaser, and defects in workmanship or materials supplied by the builder arising from such alterations made by the Purchaser;
5. Surface defects in workmanship and materials approved by the Purchaser at the Date of Possession, such as defects in countertops, floor coverings, floor and wall tile, etc. Any such apparent, or patent defects should be identified to The builder by the Purchaser on the Date of Possession.
6. A further discussion of exclusions can be found in the Materials and Labour Standards Guide at the end of this section.

At the time of occupancy your home was complete In all details with the possible exception of :

- 1 Exterior work which may be seasonally dependent.
2. Items as per the Pre-occupancy Orientation, which might not have been completed due to time restriction, or availability of parts.

**WARRANTY
SUMMARY**

1. **First Year**
Builder provides a 12-month warranty that is backed by Travelers Guarantee Insurance Company.
2. **Second Year**
Builder provides an additional one-year of warranty limited to: i) gas, electrical, plumbing, heating, and ventilation delivery and distribution systems; ii) exterior cladding, caulking, aluminum windows and doors, and
iii) building code violations.
3. **Five Year Building Envelope Warranty**
Your home is covered by a five year Building Envelope Warranty by Travelers Guarantee.
4. **10 Year Warranty**
The Travelers Guarantee Insurance plan provides an additional five years of warranty coverage for major structural defects. Please read your warranty certificates for details on the coverage levels of your home.
5. **Appliance Warranties**
Appliances carry their own manufacturer's warranty. The supplier, Trail Appliances, can be contacted at the numbers provided in the Emergency section of this manual.

THIRD PARTY HOME WARRANTY COVERAGE

Travelers Guarantee Insurance Company will issue a 2-5-10 Home Warranty Certificate to you which is a legal document. This document outlines all of the terms and conditions of the 2-5-10 legislated warranty coverage on your home.

If you have a problem in your new home during the first five years, contact Salient Developments in writing or through our online customer Service department at www.thesalientgroup.com. We promise to respond quickly to your concerns. Your third party warranty coverage through Travelers Guarantee serves to back up this promise. For warranty claims in years 6 to 10, contact Travelers Guarantee directly in writing.

Travelers Guarantee Insurance Company is an independent organization registered in the province of B.C., intended to protect owners of new homes by providing the legislated 2-5-10 third party warranty coverage. For further information, call Travelers Guarantee at 604-682-3095.

TRAVELERS GUARANTEE WARRANTY INSURANCE

To back up our Builder Home Warranty, we have registered your home with the **Travelers Guarantee Insurance Company.**

Your coverage under the Travelers Guarantee Insurance Company begins on the day you take possession of your home and provides you with a ten year warranty on your home.

Under the terms of the Builder Agreement executed between Salient Developments (Paris) Ltd and Travelers Guarantee, The Builder is responsible for the repair of warrantable defects for the first five years including Structural Defects. Through years 6-10, Travelers Guarantee then takes full responsibility for Warranty Coverage.

If you have any questions, please do not hesitate to call Travelers Guarantee.

WHAT YOU MUST DO

On or before turn-over day you must complete a "walk-through" of your new home with a representative of The Salient Group. You will be provided with a Travelers Guarantee Warranty Commencement Date Certificate upon completion which will be signed by both you and the Builder's representative.

The Warranty Commencement Date Certificate is then mailed to Travelers Guarantee by the builder. Upon receipt of this document Travelers Guarantee will activate your coverage. This form should be signed by you in order to activate coverage; by signing you do NOT forfeit any rights to claim against legitimate defects covered by Builder.

COVERAGE

You should note that your **Warranty Coverage** contains four distinct levels of protection.

1. For the first year of occupancy, the warranty backs up the Builders own warranty, as described above, that covers defects in labour and materials supplied by the Builder, subject to the limitations outlined in the Warranty Certificate.
2. The second year is limited to: i) gas, electrical, plumbing, heating, ventilation and air-conditioning, delivery and distribution systems; ii) exterior cladding, caulking, windows and doors, and iii) building code violations.
3. 5 year Building Envelope Warranty against the unintended water penetration that causes or is likely to cause material damage to your new home.
4. 10-year structural warranty.

The Builder shall not be responsible for any loss or damage to the Purchaser's belongings or effects caused by the failure of, or defects in, any component, equipment, or part of the structure.

SERVICE INFORMATION

To obtain service for your new home, please follow these procedures:

1. All service requests should be in writing, unless service is of an emergency nature. **Emergency requests may be made by telephoning Rancho Property Management at 604-684-4508 (see Section 2 – Emergency Procedures).** Emergency service is generally considered that which affects electrical, heating, or water supply, and requires immediate attention.
2. All other requests for service should be in writing or online through our customer service section on our website and will be acted upon within a reasonable amount of time. To complete the necessary work, access to your home will be required during normal business hours Monday to Friday.
3. Each request for service can include as many or as few items as you desire. In the interest of efficiency and to reduce the level of inconvenience to you, we urge you to save up items and submit them prior to the first anniversary of occupancy of your new home. Throughout the first year, your house will generally experience some expansion/ contraction/ shrinkage of the building components (particularly between different types of building materials), which will result in some minor cracking of drywall, tiles, or other cosmetic items. Again, we recommend that you forward these items towards the end of your first year of occupancy to allow for the majority of the natural movement to occur.

Thank you for your cooperation.

Requests in writing should be made on the Customer Service Request Form found on the Customer Service page of www.theSalientGroup.com, or the paper form provided immediately following this page.

NOTE – If a service request is dealing with items not covered under the standard warranty, as outlined in this manual, then the owner will be charged accordingly.

CUSTOMER SERVICE REQUEST FORM

PLEASE MAIL, FAX
or EMAIL TO:

The Salient Group
#225-209 Carrall Street
Vancouver, BC V6B 2J2
FAX TO: 604-669-5574
customerservice@thesalientgroup.com

NAME: _____

ADDRESS: _____

TEL: RESIDENCE: _____ BUSINESS: _____ OTHER: _____

DATE OF REQUEST: _____

SERVICE REQUESTS:

1.
2.
3.
4.
5.

Once we have received a copy of your request form, we will contact you to review the requests, and to schedule any necessary appointments.

HOME CARE AND MAINTENANCE

This section provides information and an overview of suggested maintenance for your new home. Please note that exterior maintenance is a responsibility of the strata corporation, and will be detailed in a Strata Manual. Additional information about many of the various components of your new home is also included in this section.

Please note that proper care, maintenance and operation of your new home will ensure compliance with the warranty requirements, and many years of enjoyment.

Soundproofing

Your home is an apartment type condominium, with another party living above another. The building has been designed with the help of an acoustic engineer in order to reduce sound transmission. However, it can be expected that some sound and/or vibrations will be transmitted through the building's underlying structure.

Some measures have been taken to reduce sound transmission and these include:

- Carpeting the common corridors
- Separating the common stair structure from the wall structure
- Avoiding back to back electrical outlets
- Double framed wall construction with staggered studs, double layer of drywall on both sides of the wall, acoustic insulation and a minimum of framing material penetrating the party wall
- Upgrading the washer/dryer to a front loading system without an agitator, thus eliminating vibration caused by an "off-balance" spin cycle.

However it is difficult to contain all noise, and you may experience some noise from your neighbours from the following situations, which can typically be minimized by acting considerately:

- Door slamming, especially the entry door (add felt bumpers to door jambs)
- Loud stereo music, especially bass tones -Sound traveling via open windows -Footsteps on the stairways
- Footsteps on concrete floors (consider area rugs and avoid wearing hard shoes in units out of consideration for the neighbours below you)

Concrete Floors

The floors in your home are a poured concrete floor integral with the building structure. they are approximately 10-inches thick. They have been polished and sealed prior to occupancy. Though very thick, all concrete floors crack. This is a natural and normal process and adds to the character of the floors. Should you have a concern about a crack that appears larger than normal, please contact your builder.

Concrete floors will hold up well against normal usage and give you years of service, however no floor will stand up to abuse. Please protect your floor and realize that some wear, like with antique furniture, is natural and becomes part of the floor itself.

Concrete flooring is not maintenance free, but some care, common sense and preventative measures will maintain your floor's beauty and performance for years.

Care and Maintenance Tips for Concrete Floors:

- Work mats, traffic runners, entrance mats and area rugs are suggested (Some rubber backed mats may stain the floor)
- Eliminate sand and grit by vacuuming
- Furniture leg protectors will prevent scratching. Felt style are best. Any rollers should be wide and soft, not spherical.
- Be very careful moving furniture across the floor. The best solution is a large clean piece of carpet upside down, covered with a piece of plywood.
- Wipe up spills quickly, especially acidic or corrosive materials, as they may create damage
- Avoid use of corrosive cleaning solutions when mopping floors. The best solution is hot soapy water and a clean mop
- Proper care and maintenance can extend the life span of your floor finish for many years.

Countertops and Cabinets

Kitchen Countertops

Your kitchen countertop is a solid quartz product by Caesarstone. Caesarstone quartz surfaces are extremely durable, and should not crack, chip or stain. wipe clean with a mild detergent. Please refer to www.Caesarstone.ca for further care and maintenance tips.

Bathroom Countertops

Your bathroom countertops are created from a solid slab of "Bianca Carrara" Marble. Like fingerprints, no two pieces of marble are exactly alike. Marble varies in colour and veining from stone to stone as a result of fissures filled with minerals that are present during the stone's formation. The naturally occurring variations in marble contribute to its distinctive appeal. polishing achieves a patina that further enhances the colours of all the trace elements.

Cleaning Do's and Don'ts:

- Do clean with a dust mop and neutral cleaner to remove most dirt.
- Do use a penetrating sealer to prevent staining. Because many stones are porous to some degree, excessive water may cause reactions such as oxidation (rust), etc. "Special Impregnating" sealers are recommended to avoid these problems. Hari Stones representatives can recommend appropriate sealers.
- Do clean marble with "special stone cleaners", "pH balanced cleaners" or "neutral base cleaners."

- Do not clean any natural stone with acidic cleaners, including (but not limited to) vinegar or cleaners with “lemon” or “lime” on the label. These products will abrade the polish from the stone. Sealers DO NOT protect polished surfaces from these types of cleaners

Stainless Steel backsplashes

Your kitchen backsplash is stainless steel. They have been fully buffed and sealed, however, the use of abrasive cleaners or steel wool will scratch the surface of the stainless steel and is not recommended. Stainless Steel is very durable and will hold up to household bleach and most solvents, but we recommend cleaning the surface with a stainless steel cleaning product (We have provided some great cleaning product options as part of your move in gift).

Stainless steel will scratch, this is natural and unavoidable, however, over time, the scratches will eventual blend in and add to the patina of the backsplash.

Cabinets

Cabinets and built-in millwork in your suite have been custom built, and are faced with a laminate veneer, painted lacquer and translucent glass. Do not clean the cabinets with harsh chemicals, abrasive cleaners or steel wool, as these will scratch or discolour the finish. Most cabinet surfaces can be cleaned using a damp cloth and a mild detergent. If allowed to remain on the surface, household bleach or solvents can stain or discolour the cabinet. Clean the surface of painted lacquer with a damp, soapy cloth or sponge. For stubborn stains, use a mild household cleaner and rinse thoroughly with clear water. Be aware that some liquid cleaners contain abrasives and/or solidify at the mouth of the container. These hard solid pieces can scratch the surface if they inadvertently get on the cleaning cloth or sponge used to clean the surface.

Grease splattered on the surfaces should be removed immediately as it becomes more difficult to remove as it solidifies.

Paint

The majority of the interior drywall surfaces of your new home are finished with either a latex (water-based) or alkyd (oil-based) paint. Maintenance can quite easily be carried out by gently washing the painted surfaces with a mild soap or detergent solution. Abrasive solutions or over scrubbing should be avoided as this will remove the paint.

Plumbing

The plumbing in your new home consists of plastic piping (PEX) for the supply of potable water throughout the home.

A main water supply shut off has been provided to shut off the water supply to your new home. This can be used in the event of an emergency and should be located upon occupancy for future reference. Additional shutoffs may also have been provided to the sink supply lines and toilets to allow for routine maintenance.

Shutoffs are provided under every sink, for the dishwasher, and for the toilets.

P-traps are present at the outflow of all waste piping. These traps are designed to provide a barrier of water which prevents the entry of sewer gases into the home. Sinks or drains, which are used infrequently may lose this water barrier due to evaporation. If sewer gases are detected, running water down the waste pipe will re-prime the trap and likely stop the odour.

Any waste materials, including grease, fat and petroleum products, should not be disposed of down the plumbing system. These materials will accumulate in the piping, especially in the P-traps, and can significantly reduce the flow of water through the waste system. These substances are also very detrimental to the municipal sewage treatment systems and private septic systems.

Plumbing Fixtures

The surfaces of the plumbing fixtures are susceptible to damage from abrasive cleaners. Use of abrasive products and steel wool pads should be avoided as these products will cause the finish of the fixture to become dull and porous. Refer to the manufacturer's recommended maintenance procedures for specific information relating to your products. Plumbing fixtures are intended for normal household use only. Caustic products should not be disposed of in the household fixtures.

Toilets

Toilets generally refill as follows: a flush causes water in the tank to rise, which in turn lifts a ball float to a preset water level. Once the ball float reaches this level, the water flow valve is shut off. If set too high, the water level will rise in the tank and run down the overflow pipe into the toilet bowl without shutting off the water. To rectify this, simply adjust the height of the ball float so that the water is shut off before it reaches the height of the overflow outlet.

If water continuously runs into the toilet bowl from the tank, there may be a poor seal at the flapper valve at the base of the tank. This seal can be cleaned with a stiff brush or steel wool. A worn flapper valve would require replacement.

Water dripping from the base of the toilet tank is likely due to condensation on the tank versus a leak of any connections. This is caused by high interior humidity levels which can create condensation on the cold surface of the toilet tank as the tank is refilled with cold water.

Your toilets are made of glazed and kiln-fired vitreous china which are very durable and attractive. To clean these fixtures, use mild powdered or liquid cleaners. Avoid abrasive cleansers or pads as they will damage the finish.

Kitchen and Bathroom Sinks

Avoid using abrasive cleansers or pads on stainless steel kitchen sinks, as this will scratch the surface. Clean these surfaces with a damp cloth.

The bathroom sink is white porcelain, and should be cleaned using regular non abrasive cleaning products.

Faucet Repairs

Noisy or leaking faucets are frequently due to loose or damaged washers. Turning the fixture off with too much force can damage washers. Faucet handles should be turned no further than the point at which they stop the flow of water.

Generally faucets can be easily repaired by either replacing the damaged washer or the faucet cartridge itself. Basic home repair books describe how to repair typical faucets; however, due to variations in the manufacturing methods, specific instructions may be required. Prior to beginning the repair, the water supply must be shut off at the shut off valves provided.

Contact a plumber if you are uncomfortable attempting this repair.

Green staining of fixtures is usually a water related issue due to the chemical compositions in the water, and is not a builder defect.

Plugged Toilets and Drains

Toilets are very susceptible to blockage. New toilet designs use very little water per flush. This results in a lower volume of water carrying away the waste. Repeated flushing may be required in some instances to remove solid waste. Dense tissue paper and some thick toilet papers are unsuitable for these toilets. **Never dispose of hair, grease, lint, diapers, dental floss, sanitary products, "Q-tips" or plastic in the toilet.**

Hair, grease, large food particles or other solid forms of waste can plug drains. Should they become plugged, try removing the debris from the trap beneath the fixture. Alternatively, a plunger can be used. Once partially cleared, very hot water may complete the job. A more severe blockage may require a plumber. As commercial drain cleaners are very corrosive they are not recommended.

Tub and Shower Enclosures

Your tub/showers are equipped with a rain style shower head. Although the bathroom floors are concrete and will not be damaged by pooling water, spills should be wiped up as a general safety measure to prevent slipping.

Caulking is used to seal seams and prevent water from entering behind the enclosure. If a separation occurs around your bathtub between the tub and the wall tiles or between the wall and the enclosure itself, it should be filled immediately with a tub sealer or caulking compound available at any home supply centre. Leaving the gap unsealed may cause serious water damage to adjacent materials.

You should apply a clear liquid silicone sealer to the grout joints of tub or shower enclosures that are finished with tile. This should be done every six months. This sealer is used to prevent the porous grout from allowing water to seep through to the substrate material behind the tile. This sealing cannot be done until the grout has cured for approximately six to eight weeks. Please note, this is a liquid product and should not be confused with silicon-based caulking. Follow the manufacturer's recommendations for application.

Also, you should never step into a bathtub with shoes on as trapped grit and dirt can damage the tub surface.

Fire Sprinkler System

The fire sprinkler system in your home has been designed and installed to meet the requirements of the Vancouver building code. Typically each room has a wall or ceiling mounted sprinkler head, which has a heat activated switch, and will trip at a certain temperature. Shortly thereafter a "flow switch" will detect that a head has been activated and will set off the alarm, in this case the smoke detectors. However setting off the smoke detectors will not set off the sprinkler system.

If any heads or piping are damaged the system will leak, which may be immediately evident in the form of a burst pipe or gradually showing as a wet spot. The system will have to be shut down (as described in Emergency Procedures) and drained and repaired. It is recommended that the alarm system be tested annually to test the flow switch and the smoke detectors. This is best professionally done. Please consult with your strata corporation on this.

Electrical System

The electrical system in your home has been installed in accordance with the requirements of the provincial electrical code. The power supply is fed to your home via a central building infrastructure from the electrical room located on the basement level.

The hydro meters are located in electrical closets. They are the property of your utility provider and measure your household electrical consumption. The voltage at the point of entry is generally 110/208 volts and 60 cycles per second.

Circuit protection is via circuit breakers located in the electrical panel. The main power shut-off is located in the lower portion of the electrical panel. This panel and the location of the main breaker should be located upon moving in, before an emergency occurs.

Should the circuit breaker "trip", it is likely due to overloading of a specific circuit or a short circuit in an appliance cord. The start-up load of electric motors can also temporarily overload a circuit. To correct tripped breakers, isolate the cause of the overload or short and disconnect it. The circuit breaker can then be reset by turning it to the "off" position and then to the "on" position. If the breaker continually trips, contact an electrician.

GFCI Circuits

A ground fault circuit interrupter (G.F.C.I.) is an additional electrical safety device installed in the electrical system. This device is a breaker that can be located in the main electrical panel or within specialty outlet receptacles and is designed to provide protection from ground faults. The G.F.C.I. is extremely sensitive and will trip if grounding of the electrical current is detected. Ground faults usually occur in older appliances and electrical equipment or inexpensive extension cords. A poorly insulated extension cord lying on wet ground will often cause a ground fault. Because water and electricity are a poor combination, protection is installed to the outlets in the bathroom and outdoors. If this breaker trips, unplug the source of the ground fault and reset the breaker either at the panel or at the outlet itself. G.F.C.I. outlets should be tested monthly to ensure their proper operation. Simply press the test button while operating an appliance, like a razor. This creates a short circuit and triggers the circuit interrupter. To restore the circuit, simply press the reset button. Typically all bathroom plugs are on one G.F.C.I. circuit.

Smoke and Fire Detectors

Smoke detectors have been installed in accordance with the requirements of the Building Code. They should be tested monthly to ensure their proper operation, and should be cleaned twice a year with a vacuum.

Please note that these devices are connected directly to the electrical system of the home and do not require batteries. However, they will not operate in a power outage.

Lighting Fixtures

The "puck" lights under the overhead kitchen cabinets are small halogen bulbs which can be replaced by turning the cover ring of the fixture, exposing the bulb, and removing the bulb (which can be hot). To replace reverse the procedure, taking care not to touch the bulb with bare fingers prior to installation

The directional surface mounted light fixtures use conventional light bulbs that can be purchased at any hardware or lighting store. To replace simply remove the cover and screw out the light bulb. This should be done when the light is turned off for safety reasons.

There is a blank over ceiling receptacle in the dining area which has a switch provided. It is the owner's responsibility to install appropriate ceiling fixtures for these locations, if desired.

Heating and Ventilation

Heating

Heating in your home is provided by electric baseboard heaters. Regardless of type, the heating system is designed to maintain a minimum temperature of 21 FIC at the outside design temperature. The indoor temperature is measured in the center of the room. This calculation is a health and safety issue defined by the Building Code/Bylaw and is not directly related to comfort. Temperature variations from room to room or space to space can be expected. The heating system may temporarily not be able to meet comfortable temperatures in specific regions where the temperatures falls below the outdoor design temperature.

There are numerous types of thermostatic controls for any given heating system. The accuracy of these controls can vary due to internal heat gains caused by a continued demand for heat. At times, it may be necessary to ignore the numerical temperature settings and set the thermostat for a temperature that is comfortable. Adjusting a thermostat to a setting higher than the temperature desired will not speed the rise in temperature.

Temperatures should not be set at less than 15 degrees C during the heating as this will allow dampness to set in. Furniture should be kept six (6) inches away from baseboards. Drapes, furniture skirts, bedspreads etc. should be also kept away from heaters to permit air circulation and to keep material from being damaged.

Heating systems can be noisy at times due to the expansion and contraction of the pipes and other metal components of the distribution system. These noises are particularly noticeable when starting up or cooling down, or at night (when it is quieter) and do not affect the performance of the system.

Ventilation, Condensation and Relative Humidity

The optimum year round humidity level to be maintained within the residence is approximately 50%. Due to seasonal variations of the relative humidity outdoors, this level of humidity can be impossible to maintain without the use of specialized mechanical equipment. Mechanical means of maintaining a constant humidity within the home are available.

Due to Building Code/Bylaw requirements pertaining to energy conservation, current standards for house construction require that the exterior envelope of the building be sealed against incidental air leakage. This sealing of the exterior walls prohibits the leakage of warm air to the outdoors from within the residence.

Warm air has the ability to hold more moisture than cold air; therefore, daily activities within your new home such as showering, boiling water, and even respiration create moisture in the form of water vapour. Surprisingly, this can total 7 to 9 litres (1 1/2 to 2 gallons) of moisture per day with four occupants. The warm air holds this water in suspension and as this moisture-laden air comes in contact with cold surfaces it will condense and water will form. Condensation will fuel the creation of mold and mildew.

The key to controlling humidity levels within the home and avoiding condensation is adequate ventilation. Ventilation allows the warm moist air to be exhausted from the home and replaced with dry cool air from the outdoors. This will marginally increase the cost of heating as this cold air is brought up to room temperature; however, this added cost is necessary to offset the harm the high humidity levels will cause.

As the outdoor temperature drops, the surface temperature of the exterior walls will also drop. The air inside the house will not be able to sustain as high a level of relative humidity. This will cause condensation to occur on cold surfaces.

The chart below provides a rough guideline as to the relative humidity levels that can be sustained within the house as the temperature drops.

Celsius	Outside air temperature	Desirable maximum Inside relative humidity (%) at an indoor temperature of
	Fahrenheit	21 C (70 F)
-29	-20	20%
-24	-10	25%
-18	0	30%
-12	10	35%
F -7 1	20	40%

Windows or the toilet tank of the toilet used most frequently, can be used as a guide to determine whether or not the proper relative humidity is being maintained. As soon as condensation occurs on inside window surfaces or on the tank of the toilet, steps should

be taken to reduce the relative humidity by controlling the moisture sources and/or by increasing ventilation.

As previously stated, ventilation is often the only effective means for removing moisture. Dehumidifiers are only practical in limited areas. If vented outdoors, exhaust fans in the kitchen and bathroom will remove moisture created from cooking and bathing before the vapour can circulate through the home. These fans need to be run often enough to remove the air borne moisture. The length of time required will depend on the number of occupants, the activities undertaken and outdoor climatic conditions.

All bathrooms have individual fans that vent externally. The suites are provided with Intermittent timer controls usually located in the entry hall closet. The fans can be controlled manually by switches, also, they can be set on a time clock to run automatically for various periods throughout the day in order to help with ventilation.

The corridors in the building are pressurized with “make-up air” provided from the roof of the building in order to keep cooking smells or smoke within the originating unit. This creates a form of cross ventilation while the exhaust fan(s) are on, and assist in a more effective moisture and odour removal.

Range Hoods and Exhaust Fans

Kitchen Range hoods and the bathroom fans that are vented externally can eliminate cooking odours and excess moisture. For efficient operation and to reduce potential fire hazards created by grease accumulation, Kitchen fan filters should be washed in mild detergent. They can also be run through a dishwasher.

Appliances

Any appliances included with the purchase of your new home, which have been installed by the builder or his agents, will have been checked to ensure their proper operation.

Appliances generally come with instructions, which detail the operating procedures for the specific appliance. These instructions must be followed in order to maintain the manufacturer's warranty. Any warranty cards provided with the equipment should be completed and sent to the manufacturer to ensure your warranty obligations are met.

Washing machines also typically contain a lint trap, which must be regularly cleaned.

Windows

Window glazing is typically made of glass with the exception of some skylights that may use an acrylic glazing. The windows in the Paris Annex are a Thnew double glazed aluminum “window-wall” system. The south storefront and level 3 glazing is a new double glazed aluminum “curtain-wall” system.

If relative humidity levels inside your new home are high during periods of very cold weather, condensation and frost on the inside face of the windows will occur. This is a ventilation issue and is not a fault with the window. Condensation can result in the growth of mold on the window frame that can be controlled with a mild solution of bleach and water.

Doors

Individual unit entry doors are a painted steel door. Bathroom doors are solid core painted wood doors.

Unit entry doors and interior doors are generally sized to allow a gap up to 18mm (3/4") at the bottom of the door between the door and the floor covering. This gap is provided to allow for the circulation of air beneath the door.

Some suites contain sliding glass doors opening onto an enclosed balcony. Exterior doors are exposed to detrimental weather conditions and extreme temperature variations from the inside to the outside that can harm the surface of the door. Variations in the relative humidity from the interior to the exterior can also affect the door. Collectively or separately, these conditions can cause doors to warp or change in dimension. Seasonal variations can occur up to 1/4" in any direction. It is prudent to refrain from trimming a binding exterior door as the problem may rectify itself with a change in climatic conditions.

Finish Hardware

Interior door hardware can be wiped clean with a damp cloth and polished with a soft dry cloth. It should be noted that natural body oils and many hand lotions are detrimental to metal finishes and will cause tarnishing. Door hardware and locks can be lubricated with powdered graphite or light oil.

Decking and Hand Rails

Some suites in the building have private decks with aluminum and glass handrails. The surface of the decks are concrete pavers mounted on pedestals to provide for drainage to a roof drain below. The location of the roof drain is marked by a paver with a drilled hole. The roof drains should be inspected annually to ensure that nothing is blocking the clear drainage of water to and through the drain. In the event of a leak or surplus water retention at the deck, lift the paver with this hole and clear any blockage of the drain.

Decks and Handrails are exposed to rain, snow and sun. Usually, cleaning of the glass and handrail with mild soap and water is adequate.

Building Security and Access Control

The Paris Block & Annex has been equipped with a comprehensive building access control and security system comprised of both electronic locking systems, and high-security keys.

Proximity Fobs and Readers

All perimeter access doors and certain internal common area doors including the elevator cab have been equipped with proximity readers. To gain access to the building, and operate any doors or the elevator, you must swipe the card/key fob over the reader. When done properly you will hear a beep and see the light turn green on the reader.

Proximity Fobs and Clickers are all individually numbered and digitally encoded. Should you lose your Fob or Clicker, please notify the Strata Property Manager immediately as they will "turn-off" the Fob digitally, rendering it useless.

Certain doors are equipped with special alarms. If any of these doors are forced open or held open for longer than the preset time, an alarm will sound and the security company will be notified and send representatives to investigate the breach. Should you accidentally set off the alarm, please call the Strata Property Manager immediately. For move-ins, the Strata Property Manager can arrange for the timed alarm to be by-passed for the duration of your move.

High Security Keys

Each resident has been provided with “high-security” common area keys that can not be copied without special signing authority. These high-security keys provide access to certain storage rooms, bike storage rooms, and certain interior corridor and stairwell doors. Only the Strata Property Manager can replace these keys.

ENTERPHONE

An Enterphone system has been installed at the front entry door. The Enterphone will be programmed by the Strata Property Manager, and will enable guests to contact you for access to the building. The Enterphone system will connect guests to your unit via your telephone. Simply press #9 or #6 to release the front door for access by your guest(s).

SES INTERCOM OPERATING INSTRUCTIONS

GUEST INSTRUCTIONS:

1. If the guest knows the resident’s directory code, they can simply enter it on the system keypad to place a call.
2. If the guest does not know the resident’s code, they must check the directory and find the code assigned to the person they wish to visit.

Your Guest can utilize the # key to locate the desired name in the directory. If they hold the # key for more than one second it will automatically scroll to the next name. Holding the key for more than four seconds will cause the directory to scroll in groups of five names. If they skip past the desired name, press the “*” key to scroll back to the desired name.

Once the resident’s name is displayed, the guest presses the code listed for that resident and the system will connect to the resident’s phone.

If the resident’s line is busy, the system will emit a busy signal. If this happens, the guest can press the # key or the call button to hang up and then try again. Residents can avoid missed calls from visitors by simply ordering “call waiting” from your local phone company.

RESIDENT INSTRUCTIONS

Resident control of the door is limited to opening the door in response to a call from a guest. Picking up the phone will connect the call.

RESPONDING TO A GUEST CALL

When communication is established, the resident has the option of opening the door by pressing the digit "9" or "6" on the telephone keypad, OR, they can deny access simply by hanging up.

If access is granted, the resident will hear a confirmation tone in their handset indicating the door has been unlocked, then the system will automatically hang up. Please note - some newer phones have tones of a very short duration. These phones may need to press the button twice in rapid succession to be heard by the panel.

ELEVATOR CONTROL

Your building is equipped with a floor by floor designated control for the elevator. In order to activate the button to your floor, you will note that you must first use your proximity Clicker or FOB before the button can be activated. You simply hold the device close to the "Reader". When it beeps, press the designated floor button.

NOTE : the lobby level will be active at all times to ensure your visitors will have no problem exiting your floor or the building.

The INTERCOM also uses this same principle. When you allow your guest access, they will have a limited time of less than 2 minutes from when the elevator reaches the lobby. They are required to make their way to the lobby elevator – press the call button, which will open the Car – then press the "designated" floor button. If they stop along the way and take longer than the allotted time, they will not be able to activate the button and will need to return to the intercom and begin again.

Please NOTE that the time will be sufficient to allow those with parcels as well as handicapped persons time to travel to the elevator.

DOOR ALARM SYSTEM (Further Information).

The building has been equipped with Door Held Open and Door Forced Open Alarms. If you hold the door open longer than the 30 seconds allotted, there will be a piercing piezo alarm sounded. This will stop when the door is closed.

Please remember to close the door when the alarm sounds.

FORCED Door Alarms have been added Exit Door to the lane, and the Residential Lobby entry. These doors CAN NOT be opened from the outside without sounding an alarm unless proximity devices or the intercom are used. This Alarm will result in an immediate action by the Central Monitoring Company as it will be perceived as a "break in" attempt.

Suggested Maintenance Checklists

Please photocopy and use these documents for future record-keeping of maintenance procedures performed.

Quarterly Maintenance

		Done
Plumbing		
Faucets and shower heads	Check interior and exterior faucets for leaks. Clean aerators. Replace washers if necessary.	
Drains	Clean with baking soda. Pour water down unused drains.	
Pipes	Inspect visible pipes for leaks.	
Kitchen and bathroom cabinets	Check under and around for leaks.	
Toilets	Check for stability and leaks.	
Interior		
Interior doors	Lubricate hinges.	
Window and door tracks	Check to see if weep holes are open. Clean out dirt and dust. Lubricate rollers and latches.	
Tile	Check and clean grout.	
Electrical and Appliances		
Heating and cooling system	Clean and replace filters if necessary.	
Kitchen exhaust fan	Remove and clean the filter. Clean accumulated grease deposits from the fan housing.	
Refrigerator	Clean dust from top. Clean refrigerator drain pan. Clean and defrost freezer if necessary.	
Dishwasher	Check for leaks.	
Wiring, electrical cords, and plugs	Check for wear or damage. Replace if necessary.	
Smoke detector	Test for proper operation and replace batteries if necessary.	
GFCI outlets	Test for proper operation.	

Please photocopy and use these documents for future record-keeping of maintenance procedures performed.

Fall Maintenance

		Done
Plumbing		
Plumbing shut-off valves	Inspect for proper operation.	
Outside faucets	Drain.	
Faucet aerators	Check for proper flow of water. If the flow is reduced, clean the aerator screens. During the first two months, the faucet aerators could require more frequent cleaning.	
Pipes	Inspect visible pipes for leaks.	
Interior		
Countertops	Inspect for separations at sinks and backsplash. Re-caulk where required.	
Tiled areas	Inspect for loose or missing grout or caulking. Re-grout or re-caulk if necessary.	
Shower doors/tub enclosures	Inspect for proper fit. Adjust if necessary. Inspect caulking and re-caulk if necessary.	
Weather stripping	Check caulking around windows and doors. Check window and door screens. Adjust or replace if necessary.	
Fireplace	Inspect flues. Clean if necessary. Inspect fireplace brick and mortar for cracks or damage.	
Electrical and Appliances		
Heating system	Service heating system and heat pump.	
Cooling system	Clean and replace filters if necessary.	
Refrigerator	Clean coils.	
Combustible appliances	Inspect and service.	

Please photocopy and use these documents for future record-keeping of maintenance procedures performed.

Spring Maintenance

		Done
Plumbing		
Water heater	Flush out hot water to remove accumulated sediment.	
Interior		
Countertops	Inspect for separations at sinks and backsplash. Re-caulk where required.	
Tiled areas	Inspect for loose or missing grout or caulking. Re-grout or re-caulk if necessary.	
Shower doors/tub enclosures	Inspect for proper fit. Adjust if necessary. Inspect caulking and re-caulk if necessary.	
Weather stripping	Check caulking around windows and doors. Check window and door screens. Adjust or replace if necessary.	
Electrical and Appliances		
Heating and cooling system	Inspect and service as necessary.	
Circuit breakers	Exercise.	
Refrigerator	Clean coils.	

Paris Annex
Consultant, Trade and Supplier Contact List

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Interior Designer:	Evoke International Design 2388 Alberta Street Vancouver, BC V5Y 3JK	David Nicolay	604-875-8667	604-875-1943
Acoustic Consultant:	BKL Consultants #308 - 1200 Lynn Valley Road North Vancouver, BC V7J 2A2	Doug Whicker	604-988-2508	604-988-7457
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Paris Annex – Phase 2	Allaire Construction Ltd 4025 McConnell Drive Burnaby BC V5A	Marc Allaire	604-422-8718	604-422-8798
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