



BETHANY MOVING OUT PROCEDURES

- Please inform the Housing Officer of your move out date. This is necessary to ensure an elevator will be available for your use (if applicable) and also to avoid conflict with scheduled events within Bethany. A move-out inspection (condition of premises inspection) must also be booked for the date the suite will be empty. See below for contact information.
- On your moving day, obtain an elevator key from the fire extinguisher cabinet located near the resident photo wall / elevators at the 110 La Ronge Road entrance. This will prevent the elevator from responding to other calls while you are using it. **Please use the designated moving elevator as it will have protective blankets hanging in the interior (if you had appropriately booked the elevator in advance as noted above).** Please do not tie up the elevator longer than necessary. PLEASE RETURN THE ELEVATOR KEY WHEN YOU ARE FINISHED.
- Exterior doors **may not** be propped open. This is for the safety and security of all residents. Please designate someone to open doors for movers, etc.
- Please do not block the hallways or lobbies.
- Fire lanes must be kept clear at all times.
- There are flat-bed dollies available to help make your move easier. They are kept by the coat rack near the resident photo wall off the Manor 110 lobby or in the Tower Parkade. Please use only one dolly at a time. Moving companies must use their own equipment.

Please consider recycling!

The following items may be recycled in one of THREE blue bins located throughout the property: milk cartons and plastic milk jugs; plastic juice and pop containers; fruit juice cartons; glass jars; aluminum pop cans; tin cans; and household plastic containers. Please remove all sealer tops and bottle caps etc. and put them in the garbage container. Newspapers, magazines and flattened cardboard boxes may be recycled in the blue bins, as well.

Household Items/Furniture:

- If you have good household items, clothing, etc. to dispose of, please contact your favourite goodwill outlet, or else The Village Green Thrift Store at 306-652-1861.
- If you have good furniture and/or appliances to dispose of, please contact Village Green Furniture and Appliances at 306-665-0102 for pick-up.
- Mattresses, box-springs, bed frames, headboards, etc. **must be** removed from the premises by the resident or family members.
- Please **DO NOT** place ANY FURNITURE in Bethany garbage bins, garbage rooms or recycling bins.

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Garbage: Please do not use the garbage chutes when disposing of breakable items, i.e. jars of preserves. Please do not dispose of items that may get stuck in the chute. These items should be taken to one of the four garbage bins available.

Bethany Library: Please check your books and return any books belonging to the Bethany Library and/or The Saskatoon Public Library.

Old Books: The Bethany Library accepts donations of books; please contact the librarians first. The librarians' contact information will be posted at the Bethany library.

Suite Cleaning: All personal items should be removed from the suite, unless other arrangements have been made with the Office. Please vacuum/sweep the floors and ensure that the interior of the cupboards are clean. Bethany assumes responsibility for cleaning the suite thoroughly once it has been vacated. However, there may be a cleaning charge if the suite and/or appliances are excessively dirty.

Shaw Cable: If you have cable under Bethany's group rate with Shaw Cable, ensure you cancel your service and return the digital box(es) directly to Shaw. Do not leave cable boxes in the suite.

Keys: Please return all keys to the Main Office, Maintenance or Housing Officer. These may include the suite key(s), the exterior key(s), the mailbox key(s), storage key(s), garage door opener(s), or suite door opener(s).

Mail: Canada Post no longer forwards any mail unless new postage is affixed. Neither the new resident nor Bethany Manor is responsible for accepting, picking up or forwarding your mail. Any mail received at the Bethany office for you will be marked "Return to Sender" and put back in the mail. Therefore, to ensure you are receiving your mail after you move out, please make arrangements for Canada Post to redirect your mail until such time as you have sent out notices of change of address.

Please note that if the resident has passed away and the resident's photo was on display on the Bethany residents' photo wall, the photo will be moved to the Spiritual Care notice board by the Executive Director's office.

Thank you for your cooperation!

*Please contact Angie Howlett, Housing Officer if you have any questions:
(Office: 306-242-9019, ext. 227 / Email: angie@b55.ca)*