



BETHANY MOVING IN PROCEDURES - GENERAL

- Please inform the Office of your moving date. This is necessary to ensure an elevator will be available for your use and also to avoid conflict with scheduled events within Bethany.
- On your moving day, obtain an elevator key. 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 on the walls.** Please do not tie up the elevator longer than necessary.
- 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 dollies available to help make your move easier. They are kept by the coat rack near the Manor Dining Room or in the Tower parkade. Please use only one at a time.
- 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 the garbage bin located behind the main Kitchen.
- Recyclables should be taken to the recycling bins located throughout the exterior of the complex or the recycling stations in the Bethany Place or Bethany Manor parkades.

Please ensure you establish “tenancy pak” insurance as soon as possible and provide evidence of same to the office. Personal contents must be insured and we strongly advise that the insurance package include liability coverage. Evidence of your insurance must be provided to the office on an annual basis.

Thank you for your cooperation!

Shortly after you move in, you will be contacted by our Welcome Committee representative, given a telephone directory for residents and staff, a Bethany Resident Handbook as well as other information. This Handbook contains a wealth of information on programs and procedures, including what to do in case of emergency, etc. Please keep it handy and make your family aware of it as well.

Again, welcome. We hope you will enjoy many happy years at Bethany. If you have any questions, please call the Housing Coordinator Office at 306-242-9019, extension #227.

Glen Grismer, Executive Director