



## BETHANY MOVING IN PROCEDURES - GENERAL

- Please inform the Housing Office of your move-in 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-in inspection (condition of premises inspection) must also be booked for the possession date. See below for contact information.
- 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 (if you had appropriately booked the elevator in advance as noted above).** 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 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 do not use the garbage chutes when disposing of breakable items, i.e., pickle jars. Please do not dispose of items that may get stuck in the chute. These items should be taken to a garbage bin/garbage room and placed in the bin.
- Recyclables should be taken to the recycling bins located outside.

Please ensure you establish “tenant pak” insurance as soon as possible and provide evidence of same to the office. Personal contents must be insured, and liability coverage is required (minimum \$1 Million). 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.

Jerry Letkeman, Executive Director

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