



WENTWORTH CONDOMINIUM CORPORATION NO. 250

ELEVATOR USE & RENOVATIONS

If you or your contractors are planning on using the elevator for moving any large items (ie. furnace, sofa, fridge, furniture etc.) then please ensure to notify the Superintendent/Ric or Property Manager/Simone in advance (**at least 48 hours before**) so that (i) the elevator can be reserved for that day (to avoid conflicts), (ii) the 'protective blankets' put up in the elevator (to prevent damage), and (iii) if applicable, you can be provided a key to put the elevator 'in service' (to prevent damage) and be provided directions on how to do so.

Note – The elevator door should never be held open by blocking the door with an object/limb nor by repeatedly pressing the 'door open' button in the elevator. This can damage the elevator.

Also, it is your responsibility to post a notice in advance (**at least 48 hours before**) on the 'Community Bulletin Board' notifying residents of the date/time the elevator will be in use. This will allow other residents to plan accordingly.

Lastly, if your elevator use involves contractors doing renovations then please ensure to complete and submit the 'Renovation Form' in advance (**at least 2 weeks before**) so that it may be approved by the Property Manager and Board. If the renovation form involves new flooring, as noted on the Renovation Form, you need to ensure the **underpadding** meets the minimum sound attenuation rating of IIC 72.

Simone Richards, Condominium Manager

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**Wilson, Blanchard Management Inc.,
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