



## Schedule "F"—REQUEST FOR PERMISSION TO RENOVATE

RESIDENT'S NAME: \_\_\_\_\_

SUITE: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

DESCRIPTION OF PLANNED RENOVATION PROJECT: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

CONTRACTOR'S NAME: \_\_\_\_\_ CONTRACTOR'S PHONE NUMBER: \_\_\_\_\_

CONTRACTOR'S ADDRESS: \_\_\_\_\_

PLANNED BUILDING MATERIALS: \_\_\_\_\_

\_\_\_\_\_

START DATE: \_\_\_\_\_ COMPLETION DATE: \_\_\_\_\_

SERVICE ELEVATOR RESERVATION DATE: \_\_\_\_\_ START TIME: \_\_\_\_\_ FINISH: \_\_\_\_\_ (max 1 hour)

DAMAGE DEPOSIT (\$1,000.00 Cheque or Money Order):

RECEIVED: ☐

- The DAMAGE DEPOSIT will be refunded, provided no common elements were damaged.
- The DAMAGE DEPOSIT may be used to defray any costs incurred by the Corporation for disposal of renovation or moving-related materials and refuse which has been left by the Resident or resident's Agent in the corporation's bins or anywhere on the common elements.
- The DAMAGE DEPOSIT will be deposited to the Corporation's bank account. Any charges incurred as a result of bank fees or insufficient funds will be the responsibility of the person providing the cheque.

### STATEMENT BY RESIDENT

"I/We hereby indemnify the Corporation with respect to any expenses, damages, or costs whatsoever incurred by the Corporation as a result of the work performed by my/our contractor, trade or service personnel, including any damage to the common elements or to common building services arising during or following completion of my renovation work. Any such expenses, damages and costs in excess of the Damage Deposit may be collected by the Corporation from the suite Owner in the same manner as common expense assessments.

"I/We have read and understand the attached excerpt regarding RENOVATIONS from the Rules of MTCC-570 and YCC-531".

DATE: \_\_\_\_\_ RESIDENT'S SIGNATURE: \_\_\_\_\_

### DAMAGE DEPOSIT RETURN (for Office Use Only)

BOARD APPROVAL (SIGNATURE): \_\_\_\_\_ DATE: \_\_\_\_\_

DATE OF INSPECTION (before Delivery/Removal of Renovation Items): \_\_\_\_\_

DATE OF INSPECTION (after Delivery/Removal of Renovation Items): \_\_\_\_\_

Inspection includes loading area, lobby area, elevator cab and hallway.

INSPECTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

INSPECTION REPORT: \_\_\_\_\_

\_\_\_\_\_

CONTRACTOR NAME: \_\_\_\_\_

CONTRACTOR LICENSE PLATE # \_\_\_\_\_

- DAMAGE DEPOSIT - RETURNED TO RESIDENT: ☐ No Damage \$ \_\_\_\_\_
- DAMAGE DEPOSIT - HELD BY MANAGEMENT: ☐ TOTAL Damage \$ \_\_\_\_\_
- BALANCE DUE (to Resident/Corporation): \$ \_\_\_\_\_

## Schedule “F” – Request for Permission to Renovate [continued]

### EXCERPTS FROM SECTION C4A OF THE RULES OF MTCC-570 AND YCC-531

1. When planning in-suite renovations involving plumbing, electrical wiring, balcony or suite flooring, or re-positioning and/or cutting through walls, the Resident shall provide to the Property Manager the details and/or drawings of the proposed project, and shall obtain written approval of the Corporation, by completing SCHEDULE “F” - REQUEST FOR PERMISSION TO RENOVATE prior to starting any work.
  - a) Prior to installing wood, tile, marble or other hard flooring, the Resident shall install sound-deadening material under the new flooring to meet or exceed the specification of Impact Isolation Class Rating of IIC 70 or higher as specified in Section B15-Flooring of the Rules & Regulations..
  - b) No Resident shall install or place any floor covering on a balcony. Residents removing any balcony floor covering previously installed shall arrange with the Management Office to inspect the balcony concrete slab for damage, which will be repaired at the Corporation's expense.
  - c) Management may request additional details before the Corporation grants PERMISSION TO RENOVATE. Any required building permits shall be the responsibility of the Resident.
2. No Contractor or trades personnel shall be admitted onto the property to perform any work in or about any unit or “exclusive use” common element (e.g. balcony/patio), unless the following conditions are met:
  - a) The Contractor is employed by the Corporation; or
  - b) The Contractor is employed by a Resident, provided:
    - (i) The Resident has visited the Management Office and completed **SCHEDULE “F” - REQUEST FOR PERMISSION TO RENOVATE** in such form as the Joint Operations Committee may determine from time to time; and provided:
    - (ii) The Resident provides the Management Office with a copy of the Contractor's licence (as applicable to licensed trades) and insurance;
    - (iii) The Resident has received the Corporation's written PERMISSION TO RENOVATE.
    - (iv) The Property Manager shall file a copy of the *approved* SCHEDULE “F” at the Gatehouse, without which Contractors shall not be granted access to the property; and provided:
    - (v) The Resident has agreed (on Schedule “F”) to indemnify the Corporation with respect to any expenses, damages, or costs incurred by the Corporation as a result of the work performed by the Resident or Contractor or service personnel, including any damage to the common elements or to common building services arising during or following completion of the renovation work. Any such expenses, damages and costs may be collected by the Corporation from the suite Owner in the same manner as Common Expense Assessments.
3. Renovation-related activities are subject to the rules, as stated in Rule J 03, *Consideration for Others*, and to all applicable laws and municipal by-laws.
4. Noise-producing activities (e.g. hammering, operating power tools) are permitted within the suites and lockers subject to applicable laws and municipal by-laws, and only between the following hours:
  - **MONDAY - FRIDAY: 09:00 - 17:00 hours**
  - **SATURDAY 10:00 - 16:00 hours**
  - **SUNDAYS & HOLIDAYS: Prohibited at any time**
5. Noise-free renovation activities (painting, wall papering, plastering, etc.) are permitted within the suites and lockers between the following hours:
  - **MONDAY – SATURDAY: 09:00 - 17:00 HOURS**
  - **SUNDAY & HOLIDAYS: 10:00 - 17:00 HOURS**
6. The Resident shall book the service elevator and arrange with the Management Office for protective padding when planning to transport renovation tools, equipment and materials to and from the suite.
  - (i) The date and time for the use of the service elevator shall be booked with Management, with as much advance notice as possible.
  - (ii) The service elevator shall be assigned on a first-come-first-served basis.
7. Delivery or removal of renovation tools, equipment, materials, and/or refuse must be made through the building's side entrance, and is permitted only between the following hours:
  - **MONDAY – FRIDAY: 09:00 - 17:00 HOURS**                      **SATURDAY 10:00 -16:00 HOURS**
  - **SUNDAY & HOLIDAYS: Prohibited at any time.**
8. The Resident shall pay a DAMAGE DEPOSIT when booking the service elevator to defray the cost of repairing any damaged common elements caused by the renovation, in the amount determined from time to time by the Joint Operations Committee. The DAMAGE DEPOSIT will be returned after completion of the renovation project. [See also item 13 of this section.]
9. Prior to putting the elevator “on service” and taking it “off service”, the Superintendent and the Resident or designated representative shall inspect the elevator and other relevant common elements, take note of any existing or resulting damage, and secure the Resident's signature on SCHEDULE “F”.
10. On completion of the delivery/removal of renovation tools, materials, and/or refuse, the Resident shall notify the Property Manager (or the Gatehouse between 17:00 – 18:00 hours), so that the relevant common elements can be inspected for damage and the elevator taken “off service”.
  - a) The elevator shall not remain “on service” for more than one hour at a time, except for household moves.
  - b) As soon as the renovation tools and materials have been brought into the suite, the Resident shall notify the Property Manager to inspect the relevant common element areas and to take the elevator “off service”.
  - c) The Resident or Contractor shall obtain and use wheeled (rubber or other protective) bins to transport renovation materials to the suite. Such materials shall remain inside the suite until they are removed from the building and property.
  - d) If the elevator is required to be put “on service” to move renovation materials to and from the suite, the Resident shall make the necessary arrangements with the Property Manager.
11. The Resident or Contractor shall remove all renovation materials and refuse from the building and property as soon as it leaves the suite (e.g. plaster, carpet remnants, containers, mattresses, appliances, etc.). Such removals are permitted only during the following hours:
  - **MONDAY- FRIDAY 09:00 – 17:00 HOURS / SATURDAY 10:00 – 16:00 HOURS / SUNDAY & HOLIDAYS: PROHIBITED AT ANY TIME!**
12. The Resident shall ensure that the Contractor strictly adheres to the Corporation's rules regarding Renovations.
13. The Damage Deposit may be used to defray any costs incurred by the Corporation for disposal of renovation or moving-related materials and refuse which was left by a Resident or resident's Agent in the Corporation's bins or anywhere on the common elements.

**Schedule "F"**  
**Renovation Service Elevator Inspection Report**

DATE: \_\_\_\_\_ DELIVERY : \_\_\_\_\_  
SUITE: \_\_\_\_\_  
TIME: \_\_\_\_\_

**PRE-USE INSPECTION**

Pre- Inspection Date: \_\_\_\_\_ Time: \_\_\_\_\_

Pre- Inspection Report:

- (a) No defects to report before move ☐; or  
(b) The following defects to the Service Elevator were noted prior to the move:

\_\_\_\_\_

I/We acknowledge that I/We have read and accept the terms identified in the Rule E ("Moving and Service Elevator") of the Corporation's Rules.

I/We acknowledge that the results of the Pre-Use Inspection Report are accurate and binding.

Date: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
*Corporation's Representative - Signature*

\_\_\_\_\_  
*Occupant's Signature*

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

**POST-USE INSPECTION**

Post-Use Inspection Date:: \_\_\_\_\_ Time: \_\_\_\_\_

Post-Use Inspection Report:

- (a) No defects to report after the move ☐; or  
(b) The following defects to the Service Elevator were noted after the move:

\_\_\_\_\_

I/We acknowledge that I/We have read and accept the terms identified in the Rule E ("Moving and Service Elevator") of the Corporation's Rules.

I/We acknowledge that the results of the Post-Move Inspection Report are accurate and binding.

Date: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
*Corporation's Representative - Signature*

\_\_\_\_\_  
*Occupant's Signature*

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

**Noise & Nuisance A 03.** All Residents are expected to conduct themselves in a manner befitting responsible living. Residents shall not create or permit the creation or continuance of any noise, nuisance, odour, hazard or disturbance, or interfere with the rights or enjoyment of another Resident(s) use of the Corporation's premises or facilities, or use of the common elements or any suite in a manner which, in the opinion of the Board, may, or does, disturb the comfort or quiet enjoyment of the suites or common elements by other Residents or the Corporation's Representatives. A Resident shall take immediate steps to remedy or desist from any activity which the Board deems to constitute an undue nuisance. No shouting, screaming, horseplay or other disturbance is permitted in or around any suite or upon any part of the common elements. No undue noise, caused by any instrument, television, stereo, amplifier, P.A. system, computer, equipment or other sound device, however caused, which disturbs the comfort of any other Resident(s) shall be permitted. When requested by the Board or Manager, a Resident shall lower sound to appropriate levels and shall install foam padding under sound-emitting devices and between such devices and the furniture, floor or walls, or the Resident shall take such other sound-attenuation measures as the Board or Manager may require. Residents shall particularly reduce noise volumes to a quiet level between the hours of 10:00 p.m. and 8:00 a.m. each day, but in any event, shall avoid causing a nuisance at all times. Additional noise and nuisance provisions relating to pets shall be dealt with in accordance with Rules O.

**Thrown Items B 14.** Nothing shall be thrown, dropped, poured or the like out of any of the windows or doors. No mops, brooms, dusters, rugs or bedding shall be shaken or beaten from any window, door or any part of the common elements. No hanging or drying of clothes is allowed from windows, balconies or upon the common elements. No item shall be dropped, swept or thrown from any balcony.

**Balcony C 12.** No balcony, terrace or patio, whether common element or exclusive use common element, shall be used in such a way as to cause harm, nuisance or discomfort to other Residents, the Corporation's Representatives or members of the public. Only seasonal furniture, which is sufficiently heavy or well-secured to avoid being blown away, shall be permitted on balconies, patios and terraces. No barbecue, cooking appliance, furniture, flag, any item which can be expected to cause damage due to rust, leaking, staining or any other nuisance, shall be placed on a balcony, terrace or patio, or shall be affixed to any wall, window, floor, ceiling or railing thereof (except for the display of the National Flag of Canada provided it is displayed in accordance with flag protocol set out by the government of Canada and does not otherwise cause harm, nuisance or discomfort in its installation or display). No liquid, garbage, debris or any item shall be thrown or allowed to fall from any balcony or terrace. Upon written request by the Board, the suite owner shall remove all items from the balcony on a timely basis to permit the Corporation to carry out any maintenance or repairs the Corporation may decide to undertake. No alterations, additions, enclosures, partitions or installations shall be made to a balcony, terrace or patio common element area and no carpets or other floor coverings shall be installed upon the floors of balconies or other common element areas, unless permitted in accordance with specifications established by the Board. Owners shall comply with all requirements published by the Board from time to time pertaining to protection of balcony structures and other common elements components. See I 08.



## **Tampering with Fire Safety Equipment**

**Dear Owner / Tenant:**

**The fire safety equipment within any building(s) & suite(s) is provided solely for the protection and early warning to of all the occupants. Any disabling of or damage to fire safety equipment could not only jeopardize the well-being of the person(s) involved but impact the well-being of all occupants of the building.**

**For this reason, the Office of the Fire Marshal takes fire safety policy violations seriously and strictly maintains a "zero tolerance" position, where we expect that all residents / occupants to know and abide by these policies, codes and regulations.**

**Properly functioning fire safety devices and equipment including fire alarm systems, fire sprinkler systems, fire extinguishers, carbon monoxide detectors, speakers and smoke detectors is an essential part of maximizing fire protection and is for use in an actual emergency only.**

**Tampering with any detector or speaker includes but is not limited to removing it from the ceiling, removal of the battery, twisting it to loosen it, painting it or covering it with anything. Interfering with fire alarm or other alarm systems, tampering with or removing bells, horns, strobes, fire hoses, extinguishers, and fire-fighting equipment are strictly prohibited.**



## **ADDITIONAL DOCUMENTS FOR YOUR RENOVATION**

Dear Resident,

Please make sure that together with 'Schedule F', you also provide:

1. Contractor's insurance certificate

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2. Contractor's WSIB certificate

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3. Contractor's license (plumber's; electrician's, etc.)

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4. Contractor's COVID-19 pandemic plan

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Please remember that:

- Anything structural cannot be changed or altered
- Any main electrical or plumbing riser cannot be touched
- Fire equipment cannot be touched

Thank You!