

FRONTENAC CONDOMINIUM CORPORATION #11  
**ELEVATOR USE AND RESERVATION POLICY**

Policy:

1. Reserving an elevator for a resident's *exclusive* use, for the purpose of
  - i. A residential move, or
  - ii. For moving furniture, equipment and/or building materials for a renovation project being undertaken by the resident, must be scheduled through the Management Office *at least 48 hours* before the required time of use.
2. Elevators are booked on a 'first-come, first-served' basis, subject to availability. Exclusive usage of the 'service elevator' will not be permitted without an appropriate prior reservation.
3. Only one elevator (the 'service elevator') can be reserved for the moving of furniture, equipment or building materials, ensuring that the other elevator (the 'passenger elevator') remains available for use by other residents at all times.
4. Residential moves shall be permitted only between the hours of **8:00 a.m.** and **5:00 p.m.**, Monday to Saturday inclusive and shall not be scheduled for public holidays.
5. Residential Moves cannot be scheduled for Sundays without the prior written authorization of the Board of Directors (or its designate).
6. The unit owner and the person reserving the elevator (e.g. a tenant) shall be jointly liable for any damages to the elevator and/or surrounding common elements incurred by the Corporation, during this period of exclusive use.
7. It shall be the responsibility of the unit owner to arrange with the Superintendent, an inspection of the elevator and surrounding common element areas,
  - i. immediately prior to initiating use of the elevator, and
  - ii. immediately following completion of the move.

FRONTENAC CONDOMINIUM CORPORATION #11  
**ELEVATOR USE AND RESERVATION POLICY**

The Corporation reserves the right to charge the cost of any repairs and/or cleaning work required, back to the unit owner and/or the person reserving the elevator.

8. No furniture, appliances or building materials shall be moved, in or out of the building, through the front lobby at any time.
9. In all cases, the resident making the reservation is responsible for informing movers and contractors of the Corporation's requirements and expectations under this policy.

Procedures:

**For Elevator Use by Owners and Residents – Residential Moves**

1. The unit owner shall schedule the residential move through the Management office and make appropriate arrangements with the Superintendent on the day of the planned move.
2. The person requiring the elevator for 'exclusive use' shall pay the required 'elevator booking fee' and provide a 'damage deposit' at the time of booking. The booking fee is non-refundable and covers the exclusive use of the elevator. The damage deposit covers the risk of damage to the elevator and common elements caused by the move. This deposit is refundable, if no damage is incurred.
3. Moving company representatives (the 'movers') are allowed **4 hours** of exclusive use to move furnishings and personal belongings in or out by elevator. The Superintendent will coordinate this process with the movers in terms of staging items in and out of the elevator in a timely fashion and minimizing damage. Movers will be provided with a copy of this policy by the Superintendent who will monitor the move activity.
4. Elevator padding must be installed and remain in place throughout the move.
5. The Johnson Street garage and Lower Lobby entrance doors must be kept closed at all times unless furniture is actually being moved from the truck to the basement elevator lobby or vice-versa. These doors should be closed

FRONTENAC CONDOMINIUM CORPORATION #11  
**ELEVATOR USE AND RESERVATION POLICY**

before taking a load up in the elevator or immediately after taking a load from the elevator to the truck.

**For Elevator Use by Construction Contractors – Residential Renovations**

1. The unit owner must book the use of an elevator through the Management Office *at least* 48 hours in advance of when contractors are attending with construction materials.
2. The unit owner shall pay the required ‘elevator booking fee’ and provide a ‘damage deposit’ at the time of booking. The booking fee is non-refundable and covers the exclusive use of the elevator. The damage deposit covers the risk of damage to the elevator and common elements caused by the move. This deposit is refundable, if no damage is incurred.
3. The Superintendent will coordinate the move-in/move-out process with the contractors in terms of staging materials, items in and out of the elevator in a timely fashion and minimizing damage. Contractors will be provided with a copy of this policy by the Superintendent who will monitor activity during this time period.
4. Elevator padding must be installed and remain in place throughout the move.
5. The Johnson Street garage and the Lower Lobby entrance doors must be kept closed at all times unless construction materials are actually being moved from the truck to the basement elevator lobby or vice-versa. These doors should be closed before taking a load up in the elevator or immediately after taking a load from the elevator to the truck.

Elevator Usage Fees:

1. Fees for use of the elevator are established by resolution of the Board of Directors, from time to time. The fees are payable to the Management Office in advance and will confirm the reservation for exclusive elevator access and use for the period of time scheduled.
2. The fees charged for elevator use are in addition to any and all charges for damage to the elevator, walls, doors or rugs that may occur in the course of

FRONTENAC CONDOMINIUM CORPORATION #11  
**ELEVATOR USE AND RESERVATION POLICY**

the move and which remain the responsibility of the resident conducting the move. These fees are not refundable.

3. No fees are charged for the periodic delivery of furniture or appliances or for the removal of items being replaced.
4. Move in move out – For the first **four hours** of use **\$50.00**, paid at the time the elevator is booked. Should the move require a period longer than 4 hours, an additional **\$50.00** will then become due and payable.
5. A damage deposit cheque in the amount of **\$500.00** will be entrusted to the Management Office at the time of booking. If no damage is incurred, the deposit cheque will be returned or shredded.

May 2019