

3.0 BUILDING SERVICES

3.1 SECURITY

Building Security is provided by Intercon Security, 24 hours per day.

Security is located on the main floor and can be reached at:
(416) 408-4722 or (416) 408-4720

3.2 RECYCLING

180 Queen Street West is committed to recycling and currently recycles all types of paper, cans, glass, and cardboard. Recycling boxes will be provided to all tenant suites and employees are asked to separate the recyclable materials for our waste management contractor to collect.

Cardboard boxes are to be flattened and placed in the bin provided for recycling.

3.3 WASTE MANAGEMENT

Office Tenants will have pre-arranged garbage and recycling removal set up for them upon move in. If you have any questions regarding this service please contact the Management Office.

The Ontario Fire Code prohibits garbage from being left in any common area of the building in the event of evacuation. Cardboard boxes or any other garbage must not be left in the elevators, lobby or common areas of the building.

3.4 HOUSEKEEPING

The housekeeping at 180 Queen Street West is performed by an outside cleaning contractor, and is administered by the Property Management Office. The first service under this contract will be provided on the evening of the first business day of occupancy, and will continue thereafter as provided in your Lease.

The Tenant is responsible for the cost of any pre-cleaning service prior to move-in and following any Tenant-related construction.

3.5 HVAC HOURS OF OPERATION

All tenants are provided with heating, ventilating and air conditioning (HVAC) during regular building operating hours in accordance with their Lease.

Should you experience your premises to be overly warm or cool, please contact our Tenant Services Coordinator at (416) 552-3961 during management office hours.

3.6 MAINTENANCE REQUESTS

Any requests regarding burnt out light tubes and bulbs, building repairs in common areas, washroom concerns, etc. should be directed to the attention of our Tenant Services Coordinator at (416) 552-3961 during management office hours.

A “Tenant Services Request” form is located in the “Forms” section of the Tenant Information Manual.

3.7 TENANT CONSTRUCTION & RENOVATIONS

A Tenant Design Criteria Manual and Construction Rules and Regulations Manual will have been distributed to you at the time you started to design your new premises.

The design manual should be referred to whenever alterations are planned within your premises to ensure no last minute surprises or delays.

Drawings must be submitted to the Landlord for approval prior to commencing construction work.

3.8 PRE-CONSTRUCTION CHECKLIST

Before commencing construction, please ensure the following:

1. Submit Drawings to Landlord for written approval;
2. Apply for building permit;
3. Supply Landlord with the following documentation:
 - a) Copy of building permit application;
 - b) Submit name of contractor and sub-trades;
 - c) Tenant contractor to submit proof of liability insurance for a minimum of \$5 million per occurrence;
 - d) Tenant contractor to submit WCB clearance certificate.
4. Obtain Landlord’s written approval to commence construction;
5. Arrange elevator bookings through the Tenant Services Coordinator;
6. Ensure temporary access cards are issued for any after-hours work.