

Please keep this Reference guide in an easily accessible location in your suite

Questions for the Customer Care team? Use our On-Line Customer Service Request Form. Simply log onto concordpacific.com and click on the 'Customer Care' tab to submit your requests.

NOTE: We can only accept Service requests from Suite Owners or their Rental Managers
Tenants, please report any service requests directly to your Landlords

<p>PROPERTY MANAGEMENT</p> <p>Questions or concerns regarding Building Management please contact your Property Manager:</p> <p>Gus Ramirez gramirez@ranchogroup.com</p> <p>604-331-4251 (direct line) 604-684-1956 (fax) 604-331-4223 (Mandarin) 604-331-4243 (Cantonese)</p> <p>Building Emergencies - 24 hours 604-684-4508</p> <p>Problems in the common area of Park Avenue West, such as in the exterior, landscaping, recreation areas, or parkades, are the responsibility of your property management company.</p>	<p>BC Hydro Account Set-up</p> <p>Immediately contact Hydro at: bchydro.com/moving to register your new account.</p> <p>Please know that The Developer has notified BC Hydro of your Possession Date and no longer accepts responsibility for hydro billing from this date.</p>	<p>CUSTOMER CARE</p> <p>Questions or Concerns regarding in-suite items at Park Avenue West</p> <p>Please contact our Customer Relations Officer</p> <p>Susanna D'souza Direct Line: 604-899-7200 Email: Susanna.Dsouza@concordpacific.com</p>
<p>Water & Gas Shut off Valves</p> <p>Please take the time to locate your Water Shut Off valves. They are usually located behind the square panel in your storage room or bedroom closet.</p> <p>Gas Shut Offs are located in the Kitchen cabinet beside the Cook Top.</p> <p>In case of emergencies, turn off the valves to help reduce any damage to your suite.</p>	<p>For Care and Maintenance of specific materials in your home please refer to the HOMEOWNER'S MANUAL</p> <p>Found online at: concordpacific.com CUSTOMER CARE Tab</p>	<p>Moving in/Out</p> <p>You must contact the Property Management / Concierge to book a designated elevator time for moving in or out. Please contact the concierge at 604-930-2712 or email parkavenuewestconcierge@ranchogroup.com</p>
<p>Washer/Dryer</p> <p>NOTE: Only use "HE" (high-efficiency) detergent in front loading washing machines.</p> <p>Failure to do so can result in damage to the washer as well as add the risk of flooding and water damage to your/other suites. Regular detergent will create excessive suds that can back up into the drain system causing considerable damage.</p> <p>Please remember to clean the Dryer lint trap between each use.</p> 	<p>Extended Absence</p> <ul style="list-style-type: none"> - If your suite will be unoccupied for an extended period of time either between tenants, or while you are on vacation please shut off both the Hot & Cold water supply lines to your suite (located in your closet). - During cooler weather, always maintain a minimum 15°C temperature in your suite, even while on vacation. <p>NOTE: If you will be away for more than 2 weeks, you should have someone (friend/relative) come in (once every 2 weeks) to turn on the water, flush all of the toilets and run water in the sinks and bathtubs so that the P-traps do not dry out allowing sewer gasses to enter the suite. Then turn off the supply line again.</p>	<p>Keys & Fobs</p> <p>It is important that you carry your key fob with you when you leave your suite, even if you do not intend to leave the building. You will need it to return to your floor</p> <p>Phone & Cable Installation</p> <p>Contact the Property Manager for access to the Mechanical rooms that will allow Trades to install your Phone, Cable & Internet services.</p> <p>Bathroom Fan Timers</p> <p>A timer located in your closet controls your bathroom fan. Surrey building code requires your fan to run for a minimum of 2, 4 hour periods every day. You can adjust the timer to run automatically at any time of day you choose.</p> <p>There is an instruction manual for this timer on your on-line Homeowner's Manual at: concordpacific.com. You will find it under the Customer Care tab.</p>
<p>Home Owner/Tenant Insurance</p> <p>For your protection, we feel that it is necessary to remind you of the importance of Home Owner Insurance. Please see Section 6.5 located under "Living in Park Avenue West" in the Homeowner's Manual at concordpacific.com.</p> <p>*Owners & Tenants should have their own in-suite insurance coverage for their personal possessions and liability coverage. An insurance policy should be obtained from your Insurance Broker to provide adequate in-suite insurance coverage, prior to your move in date.</p>	<p>Window Restrictors</p> <p>DO NOT REMOVE or tamper with the window restrictors.</p> <p>Window restrictors are a building code safety requirement and must not be removed.</p>	

APPLIANCES

For complete instructions on the operation and care of your appliances, please refer to the manuals located under the Appliance Manuals tab. It is important to read through all manuals before using the appliances.

All Manuals can be found under the **MANUALS** tab on your on-line Homeowner's Manual

(Paper copies were left in your Kitchen drawer during your Walk-Through inspection)

One Bedroom Package				
Appliance	Model	Location	Service	Contact Info
24" Blomberg Fridge	BRFB1050FFBIN	L2-L27, plus 101, 105	Trail Appliances	Toll Free Number 1-844-777-0599 Use On-Line Customer Service Request Form www.trailappliances.com
24" Blomberg Fridge	BRFB1051FFBIN	L28-L43, plus 103		
24" Blomberg Cooktop	F4GK24S1-NB	All		
24" Blomberg Oven	BWOS24102	All		
Blomberg Dishwasher	DW55502FBI	All		
24" Faber Hoodfan	CRIS24SS	All		
Panasonic Microwave	NNST775S	All		
Blomberg Washer	WM77120	All		
Blomberg Dryer	DV17542	All		

Two & Three Bedroom Package				
Appliance	Model	Location	Service	Contact Info
30" Fhiaba Fridge	BI7490TST3U	Units with hinges on left side	Trail Appliances	Toll Free Number 1-844-777-0599 Use On-Line Customer Service Request Form www.trailappliances.com
30" Fhiaba Fridge	BI7490TST6U	Units with hinges on right side		
30" Blomberg Cooktop	F4GK30S1-NB	All		
30" Blomberg Oven	BWOS30100	All		
Blomberg Dishwasher	DW55502FBI	All		
30" Faber Hoodfan	CRIS30SSH	All		
Panasonic Microwave	NNST775S	All		
Blomberg Washer	WM77120	All		
Blomberg Dryer	DV17542	All		

PAINTED SURFACES

PAINT SCHEDULE (ALL SUITES) ALL PAINT is from Sherwin Williams OR DULUX

Walls	Colour - BM: CC-30 Oxford White	Paint Code – 94900.501	BLK 0P1 YOX 0P4
GWB Drop Ceilings	Colour - BM: CC-30 Oxford White	Paint Code – B30WQ8451.505 (PM 400 Flat)	N1-2+1 Y3-2+1
Woodwork throughout including Doors, Frames and Casings, Bathroom Walls and Ceiling	Colour - BM: CC-30 Oxford White	Paint Code –59211	BLK 0P1 YOX 0P4

FLOORING

<p>Laminate & Engineered Wood Flooring</p> <p>A few moments of care and a little common sense can go a long way in keeping your new floors looking their best.</p> <p>Routine Maintenance:</p> <ul style="list-style-type: none"> - Use a damp cloth to blot up spills as soon as they happen as excess water can damage the surface and seep into the seams of the flooring. - Sweep, dust or vacuum the floor regularly (once or twice a week). Use a broom with soft bristles and/or a vacuum with the hardwood attachment only. - Periodically clean the floor with cleaning products made specifically for laminate/wood floor care. - DO NOT wash or wet mop the floor with soap, water, oil-soap, detergent, or any other liquid cleaning material. This could cause swelling, warping, delamination, and joint-line separation, and void the warranty. - Do not use steel wool, abrasive cleaners, or strong ammoniated or chlorinated type cleaners. - Do not use any type of buffing or polishing machine. <p>Environmental Protection:</p> <ul style="list-style-type: none"> - Entry mats will help collect the dirt, sand, grit and other substances that might otherwise be tracked onto your floor. - To prevent slippage of area rugs, use an approved vinyl rug underlayment. - Use floor protectors and wide-load bearing leg bases/rollers to minimize the chance of indentations and scratches from heavy objects. - Remember, preferable temperature should be approximately 17-23°C (62-73°F with a relative humidity of 54-60%. Humidity should never be allowed to drop below 30% as this may cause gapping. (Proper humidity levels should be maintained by using your exhaust fan, which has a timer switch on the wall in the closet.) - Keep your pet's nails trimmed to prevent them from scratching your floor 	<p>Tile Flooring</p> <p>Wash with water and a pH neutral cleaner; rinse with warm water and allow to dry. Always wipe up spills immediately to prevent staining of the grout.</p> <p>NOTE: It is the homeowner's responsibility to re-seal the grout with a certified grout sealant. This should be done on an annual basis. You can purchase a grout sealer from your local home improvement store.</p>
	<p>Carpet</p> <p>Regular vacuuming is the most important maintenance step. Remove spills immediately. DO NOT RUB THE CARPETS. Have your carpets professionally cleaned as required. Consider wearing slippers as the oil from bare feet and socks can rub off on the carpet and cause the surface of the carpet to mat.</p>