

## Westmount Place Elevator Use Policy

The following policy establishes the policy and procedures for elevator use at Westmount Place including general use, contractor use, deliveries and moves in/out. Non-compliance to these policies may result in monetary fines.

### **General Use**

- 1) Items of substantial weight or size that have the potential to damage the interior finishes of the elevators are NOT allowed in the elevators unless part of a scheduled move / delivery. Any and all damages resulting from items brought into the elevators will be charged back to the responsible party.
- 2) **Only** elevator #3 (freight elevator) is to be used for transporting **bicycles, groceries and other large purchases/materials** unless it has been previously blocked off for a move/delivery or maintenance. A call button for elevator #3 is available on each floor.
- 3) Open food and beverages are not allowed in the elevators. Any cleaning costs incurred resulting from spilled food/beverages will be charged back to the responsible party at an hourly rate as determined by the board.
- 4) Users are asked to refrain from touching mirrors inside the elevators. Each elevator is equipped with a surveillance video camera for the protection of the elevators and its users. Any, and all, damages to the elevators caused by misuse or vandalism will be charged back to the responsible party in addition to an applicable monetary fine of \$150.
- 5) During renovations, increased traffic, tools, and materials-transport adds to the general wear and tear, and decreased lifespan of common area finishing's throughout our building. A fee of \$250.00 for minor renovations, and \$500.00 for major renovations has been set to offset these costs of building management maintenance, and replacement. Upon submitting a renovation request to the building, the fee will be identified to the owner upon assessment of the scale of work and spectrum of the project.

### **Contractor Use**

In addition to the general use guidelines above, the following apply specifically to contractor elevator use.

- 1) Contractors carrying supplies or equipment of weight and size that could cause damage to the elevator interiors **MUST use elevator #3** (freight elevator), unless it has been previously blocked off for a move/delivery or maintenance.
- 2) Elevator pads must be used in elevator #3 when transporting large pieces of contractor equipment.

## Deliveries and Moves In / Out

The following guidelines apply to:

- **All moves (in and out)**
  - **Deliveries of items of size and weight that have the potential to damage the interior finishings of the elevators.**
- 1) All moves must be booked 5 days in advance with the onsite concierge at 403-269-5151. Individuals must pre-arrange with the concierge for deliveries.
  - 2) A \$100 fee must be paid for all moves. The fee must be paid in advance to confirm the move. Unit owners are responsible for notifying their tenant(s) about the moving policy, for compliance with the moving policy and for any damage caused during a move.
  - 3) Moves and deliveries may be scheduled during the following hours:
  - 4) Monday through Saturday 9:00am to 12:00pm or 1:00pm to 4:00pm
  - 5) Moves are not permitted to be more than 3 hours at a time.
  - 6) **Moves are not permitted on Sundays or Holidays.**
  - 7) All moves and deliveries must use elevator #3 (freight elevator).
  - 8) Moving pads **MUST** be used for all moves and deliveries.
  - 9) All contents being moved or delivered must use the loading dock area for moving contents in and out of the building.
  - 10) All moves will be supervised by the concierge who will assist with elevator pads, elevator keys, and document any damage to common property. The mover and the concierge will complete the pre/post-move inspections together to document any existing damage and new damage to common property along the moving route.
  - 11) Any and all costs to repair damage to common property in addition to any applicable fines will be recovered from the unit owner.
  - 12) Boxes or other items may not be left in common areas such as the main floor lobby, elevators other than the moving elevator, hallways or stairwells.
  - 13) Boxes or other items must be disposed of by the mover and the loading dock kept clear at all times. Cartons and boxes must be broken down and may be left in the recycle container at the loading dock
  - 14) Violation of this move and delivery policy will result in a minimum fine of \$150.