



We here at Waterloo Residences are very happy to welcome you to 64 Marshall. We hope your stay here will be enjoyable and we'd like to do everything we can to make that happen. Please take a moment to review some of the information below.

## **Washing Machine & Dryer**

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- Don't over fill the machine as clothes can get caught in the rubber seal and tear it.
- Remove coins, sharp object, or any objects from pockets as they will clog the drains.
- Keep washer door open when not in use so the drum can air out (this prevents the stale water smell).
- Clean lint out of the dryer before each cycle.

## **Dishwasher**

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- Before every load remove excess food off dishes to maintain a clean tub and improve wash quality.
- Do not over fill the dishwasher and make sure dishes are placed securely in racks.
- Clear the bottom of the dishwasher of any debris when empty. Make sure the bottom is clear of broken dishes, paper labels, utensil or items that may have fallen. This will help prevent drain blockage.
- To maintain a clean dishwasher tub use *Finish* dishwasher cleaner once a month to remove grease build-up or 1 cup of vinegar and run the dishwasher empty.

## **Refrigerator**

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- Organize the refrigerator / freezer. A tightly packed appliance inhibits good air flow and prevents proper cooling.
- Keep meat, milk and eggs in the coldest part of the refrigerator to maintain freshness. Do not store perishable goods in the door as this is the warmest part of the refrigerator.

## Toilet

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- Toilets have a finite capacity with which it can flush solid materials.
- Do not overfill the toilet. Flush periodically if needed.
- Do not put any products that are not designed to be flushed as it will clog the toilet.
- Get a plunger in case the toilet becomes clogged (*Dollar Store plungers do not work effectively*).

## Breakers

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- One of the main reasons for loss of power is a breaker being tripped. This occurs when a circuit is over-loaded due to having connected too many electrical devices.

Try the following to rest the breaker in the panel located in your living area.

1. Unplug all electronic devices and turn off the lights.
2. Go to the electrical panel and run your finger down the breakers. There will be one that will move to the middle position when tripped. It will feel a little looser/spring action than the remaining breakers. This means the breaker has tripped.



3. Push the breaker to the OFF position and back to the ON position. The breaker should appear the same as the remaining breakers.
4. Avoid plugging in too many electronics that will overload the breaker. This should stop tripping the breaker again.

## Bedroom Door

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- The door lever can be set to lock automatically by pressing in the dimple of the lever handle. Be careful not to get locked out. When the dimple is popped out the lever is always unlocked.
- When locked out, you have 2 Options:
  1. During business hours, go to Domus with some form of I.D. and they will give you a temporary key to open your unit/room with no charge. Key must be returned that day.
  2. When locked out after hours, call Domus Maintenance at 519-342-0608 ext. 109 to make arrangements for someone to unlock your unit/room. A \$40.00 cash charge will apply upon arrival.
- Do not attempt forced entry. You are responsible for any damages.

## Garbage Chutes

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- Only small kitchen garbage/grocery size bags can be thrown down the chutes. Anything larger will jam/clog the garbage chute. If you clog the chute, your unit will be charged for unclogging and cleaning up the mess. Garbage chutes are located on every floor.
- If you have large garbage items, please take them to the garbage room located on the main floor or the garbage bin outside and place them inside the bin.
- Main floor unit must take their garbage waste into the garbage room and place it in the bin.

## Parking

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- Only residents with parking passes are permitted to park at 64 Marshall. Vehicles without a parking pass will be ticketed.
- No parking is permitted in front of the garbage bin or no parking zones. Vehicles will be ticketed.

## Amenities

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- **Social Lounge/Study Room** – The Social Lounge offers a friendly and relaxing atmosphere. Located on the 2<sup>nd</sup> floor, it's accessible 24 hours. Featuring conference tables for group gathering, study carrels, plenty of seating, Coke vending machine, free WiFi internet access, and Rogers VIP Television. Please be respectful and clean-up.
- **Games Room** – Need a change of environment? Take a break and clear your mind in the games room located on the basement floor. Enjoy playing Billiards, Foos-ball and Table Tennis. There is Coke vending machine, free WiFi internet and Rogers VIP Television. Play safe and keep it clean.
- **Fitness Room** – Check out the Fitness Room located on the Basement Floor. It's packed with great equipment, free WiFi internet, Rogers VIP Television and accessible 24hrs. Please clean the equipment after use.
- **Bike Room** – Store your bike safely in the Bike Room located on the Basement Floor. This is only accessible to residences with FOB keys and it's guarded with 24hrs video surveillance.