



BETHANY MANOR
MOVING IN PROCEDURES

Welcome to Bethany!

Your New Address _____

- Please inform the Office of your moving date. This is necessary to ensure an elevator will be available for your use and also to avoid conflict with scheduled events within Bethany.
- On your moving day, obtain an elevator key from the Office. This will prevent the elevator from responding to other calls while you are using it. Please do not tie up the elevator longer than necessary.
- Exterior doors **may not** be propped open. This is for the safety and security of all residents. Please designate someone to open doors for movers, etc.
- Please do not block the hallways or lobbies.
- Fire lanes must be kept clear at all times.
- There are dollies available to help make your move easier. They are kept by the coat rack near the Dining Room or in the Tower parkade. Please use only one at a time.
- Flattened cardboard boxes may be taken to the green recycle bin located outside our north stairwell (corner of Pinehouse and LaRonge).
- Please do not use the garbage chutes when disposing of breakable items, ie. jars of preserves. Please do not dispose of items that may get stuck in the chute. These items should be taken to the garbage bin located behind the main Kitchen.

Thank you for your cooperation! Attached for your convenience is a footprint of the building.

Within a few days of your arrival, a Bethany resident will stop by to welcome you. You will be given a telephone directory for residents and staff, instructions for the Enterphone, as well as a Bethany Handbook. This Handbook contains a wealth of information on programs and procedures, including what to do in case of emergency, etc. Please keep it handy and make your family aware of it as well.

Again, welcome. We hope you will enjoy many happy years at Bethany. If you have any questions, please call the Office at 242-9019.

Teresa Isaac
Executive Director

