



BETHANY MANOR **MOVING OUT PROCEDURES**

- 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 use the designated moving elevator as it will have protective blankets hanging on the walls. 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.

Please consider recycling!

The following items may be disposed of in the #120 parkade: milk cartons and plastic milk jugs; plastic juice and pop containers; fruit juice cartons; glass jars; aluminum pop cans; tin cans; and household plastic containers. Please remove all sealer tops and bottle caps etc. and put them in the garbage container. If you have full boxes of sealers take them to the area at the south end of this parkade. Please read all recycling signs.

Newspapers, magazines and flattened cardboard boxes may be taken to the green recycle bin located outside our north stairwell (corner of Pinehouse and LaRonge).

Household Items/Furniture:

- If you have good household items, clothing, etc. to dispose of, please call Margaret Thiessen (phone 956-0126, Suite #737). She will come to your suite to see whether the items are suitable for resale at the Village Green Thrift Store. Please do not put items downstairs until you have spoken to Margaret Thiessen.
- If you have good used furniture that you want to dispose of, please call Village Green Furniture Store at 665-0102 for pick-up.

Garbage: 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.

Bethany Library: Please check your books and return any books belonging to the Bethany Library and/or The Saskatoon Public Library.

Old Books: The Bethany Library accepts donations of books. Books that are not suitable for our library will be disposed of.

Suite Cleaning: All personal items should be removed from the suite, unless other arrangements have been made with the Office. Please vacuum/sweep the floors. Bethany assumes responsibility for cleaning the suite thoroughly once it has been vacated. However, there may be a cleaning charge if the suite is excessively dirty.

Keys: Please return all keys to the Office. These will include the suite key (2), the exterior key (2), the mailbox key, and possibly a storage key.

Mail: Please inform the Office staff who to call for pick-up of any subsequent mail. Canada Post no longer forwards any mail unless new postage is affixed. You may want to make arrangements for Canada Post to redirect the mail until such time as you have sent out notices of change of address.

Thank you for your cooperation!

Please call the Office if you have any questions (242-9019).



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Welcome to Bethany!

Your New Address _____

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- 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