

# LVAC - July 2015

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 CANADA DAY Co-op Office Closed	2	3	4
5	6 Board of Directors Meeting at 10:00 a.m.	7 Carpet Cleaning Common Areas M3&M2	8 Carpet Cleaning Common Areas M3&M4	9	10	11
12	13	14 Annual Inspections Cleaning of floor tiles in the underground	15 Cleaning of floor tiles in the underground	16 Annual Inspections	17	18
19	20	21 Annual Inspections	22	23 Annual Inspections	24 Onyx Monthly Fire Equipment Testing	25
26	27	28 Annual Inspections Full Load Transfer Test	29	30 Annual Inspections	31	

For emergencies and lock outs, which occur when the co-op office is closed (after office hours, on holidays or during the weekends, please call the On-Call volunteer at 647-286-2047.

# LVAC MEMO

TO: LVAC Members and Households  
FROM: Co-op Office  
DATE: June 30, 2015

## **Carpet Cleaning**

The carpeting in the hallways and common rooms is scheduled to be cleaned on July 7<sup>th</sup> and 8<sup>th</sup>. Please be careful when walking on the wet carpets; tiles may be slippery if they become wet. Wet floor signs will be displayed and notices will be posted.

## **Annual Studio Inspections (including balconies and air conditioners)**

Annual studio/balcony/air conditioner inspections will start in M4 on Tuesday, July 14<sup>th</sup> and will continue every Tuesday and Thursday until all studios in all four buildings have been inspected. Each household will be given a memo advising the exact date their inspection will take place. **Please check your internal mailbox regularly.**

## **Underground Elevator Foyer Tile Cleaning**

On July 14<sup>th</sup> and 15<sup>th</sup> the floors in the underground parking garage entrances and elevator lobbies will be stripped, cleaned and waxed. These areas will be out of service for a few hours each to allow them to dry properly. Signs will be posted and additional details will follow.

## **Maintenance Work Request Forms**

For non-emergency maintenance issues please continue to submit completed maintenance work request forms via the mailbox on the co-op office door. For your convenience, maintenance work request forms are always available on the ground floor of each building in the bottom right hand cubicle of the internal mailboxes. They are also available outside the co-op office entrance door (left hand side of the door in the M4 lobby).

## **Onyx Fire Prevention Monthly Fire Alarm Testing**

The monthly fire alarm testing is scheduled for Friday, July 24<sup>th</sup> between 9:00 a.m. and 5:00 p.m. The alarms will sound intermittently during the testing period however should there be a real fire, the alarms will sound continuously.

## **Full Load Transfer Test of the Emergency Generators**

The full load transfer test on the emergency generators to test the emergency electrical power supply to our buildings will be done the last Tuesday of every month. M1/M2 testing will be from approximately 9:00 a.m. to 10:00 a.m. and M3/M4 will be tested from approximately 10:00 a.m. to 11:00 a.m.

This testing will not have any effect on the electricity in your studios. The testing will be done to simulate a failure of the normal electrical supply and test the operation of the emergency systems. It will ensure that the emergency lighting, elevators, fire panels etc. work as they should in the event of a real power outage. Although the elevators, hallway lighting etc. will work during the one hour testing period, there may be lights flickering etc. during the actual transfer of power to and from the emergency generator. There is no cause for concern.