

LVAC MEMO

TO: LVAC Members and Households
FROM: Co-op Office
DATE: December 20, 2019

Holiday Hours

The co-op office will close at 1:00 p.m. on December 24th and will reopen at 9:00 a.m. on December 30th.

Maintenance will be on site from 8:00 a.m. until 1:00 p.m. on Dec. 23rd & 24th and from 8:00 a.m. to 4:00 p.m. on December 27th.

Maintenance can be reached at 416-268-7649.

The co-op office will be closing at 1:00 p.m. on December 31st and will reopen at 9:00 a.m. on January 2, 2020.

Emergency Contact

For building related emergencies which occur when the co-op office is closed or maintenance staff is not on site please phone the on-call volunteer at **647-286-2047**.

For Police, Fire, Ambulance please call **9 1 1**.

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. Forms are conveniently located in each building (bottom right of internal mailboxes) as well as outside the co-op office door.

Snow Removal Volunteers Needed

Volunteers are needed to help clear the areas directly in front of each building when maintenance staff is not on site. Each recycling room has a shovel, a straw broom and a container of ice melt for anyone who can help out.

Help conserve space in the Blue Recycling Bin

Help reduce the volume in the blue recycling bin by flattening or cutting large boxes down before placing them in the bin. If you cannot flatten the box please leave it off to the side and maintenance staff or a helpful volunteer will flatten it for you.

Please do not put plastic shopping bags or garbage bags in the blue bin. If you use plastic bags to collect your recyclables please tip the contents into the bin and place the emptied plastic bag in the container on the wall.

***The Best of wishes to you and yours for a wonderful
Holiday Season.***