

GRACE-BANKVIEW HOUSE SENIOR CITIZENS RESIDENCE SOCIETY

TENANT SAFETY AND SECURITY INFORMATION

The following information is provided to facilitate your safety and security while at Bankview House and Grace Luthern Manor.

Building Safety and Security

1. Do not put your name, address or suite number on your keys (initials are OK).
2. Do not loan your keys to anyone.
3. It is very important that you do not prop or leave your suite door open. Please keep your suite door closed and locked at all times.
4. Every time you enter or leave the building please ensure that the door closes and locks behind you.
5. Do not prop building entry doors open.
6. Do not open a door or buzz open the front door for anyone except another tenant or someone who is your guest. If you do not know who the person is requesting entry **do not open the door** and notify the staff on site.
7. If you have arranged for an outside service (Example: Home Care or grocery delivery) to visit your suite, please try to schedule their visit on days and hours when the office is open so that entry to the building can be monitored.
8. Inform your guests that they must enter the building by the main door and use the intercom to gain access to the building.
9. The intercom system shuts off automatically after 11:00 pm and access is only activated after 7:00 am each day. You will be required to open both front doors with your key after outside of these hours.
10. Always report any suspicious persons or activity to the police. If the office is open, you may also contact the staff.
11. For safety reasons both properties cannot accommodate motorized wheelchairs or scooters.

Fire Safety

1. Open flames (example: candles) are prohibited in the suites and common areas. Any use of an open flame (example: matches) where there is oxygen in use is prohibited.
2. If a small in-suite fire is extinguished by you or if there is another source of smoke that sets off the smoke detector in your suite (Example: burned food), you should:
 - a. Open a window.
 - b. Leave the suite until the smoke has cleared or the smoke detector resets.
3. Your smoke alarm will be checked annually by the Caretakers.

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4. Fire drills are conducted annually. You will receive notification of an upcoming fire drill approximately 1 month prior. It is highly recommended that you are present for and participate in the drills.
5. Please ensure you also read and follow the following tenant information: Fire Procedures for Tenants

Violence and Harassment

1. Please ensure you also read and follow the following tenant information: Information Sheet on Harassment and Violence

Emergencies

1. For any emergency situation please dial 911. When speaking to emergency services your building addresses are:

Bankview House
1826-16A Str. SW
Calgary, Alberta T2T 4J7

Grace Lutheran Manor
3600 Sarcee Rd. SW.
Calgary, Alberta T3E 6X5