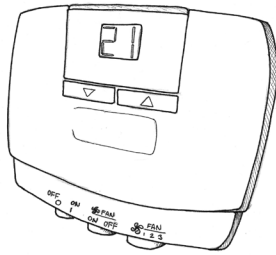
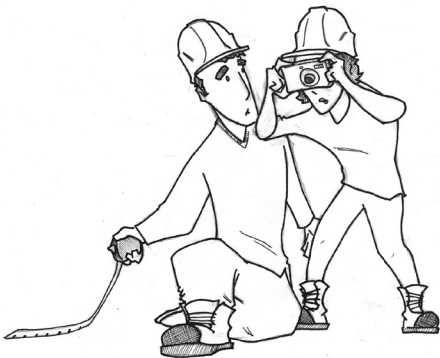


# Pre-Delivery Orientation (PDO)

At your PDO we will review in-suite systems and explain how they operate.



Don't forget to bring a camera and tape measure to your PDO.



The industry standard name for this meeting is **Pre-Delivery Inspection**, or PDI. With Minto, this appointment is more than just an inspection. The **Pre-Delivery Orientation** (PDO) is your first real opportunity to experience your new home.

We will review in-suite finishes and workmanship with you and record any concerns. We also walk you through your suite features and systems and explain how they operate. Any deficiencies you record at PDO will be noted and attended to prior to your possession date. Some repairs may take a little longer if material is required.

## Here are some frequently asked questions about the Pre-Delivery Orientation.

### Who should attend a Pre-Delivery Orientation?

The Pre-Delivery Orientation is a time to learn about and familiarize yourself with your new home. We therefore recommend that only the principal homeowners attend. We also recommend that you limit the number of people who come to the PDO because it is a working session. Based on the length of the visit, we discourage bringing small children.

### What if I am not able to attend the PDO?

The PDO is pre-requisite to closing the suite and must be conducted prior to your closing date. If you are not able to attend, please let us know and we will send you a "designate" form. You can select a designate to attend the meeting and sign off for you. The designate should be a close family member or friend that you trust to conduct this business on your behalf.

### What should I wear?

If your Pre-Delivery Orientation is scheduled to take place prior to occupancy, you will be required to wear a hard hat and safety boots which Minto will provide. For this reason we also ask that you wear long pants. Remember to bring along a pair of socks, as you will need them inside the safety boots.

### Will I have the opportunity to take measurements prior to my possession date?

We are able to accommodate one visit between your Pre-Delivery Orientation and closing date. This will be your opportunity to measure for window coverings and closet organizers or get quotes for work that you will be doing after you take possession. You can contact our MasterCare office to arrange this visit at 416-486-4686 or by email at [askmastercare@mintospring.com](mailto:askmastercare@mintospring.com).

## Pre-Delivery Inspection (PDI) Form

Prior to your closing date, you will complete an in-suite inspection as part of your Pre-Delivery Orientation with a Minto MasterCare Representative. Any defects in workmanship or materials, incomplete or missing items that are discovered during your inspection, as well as anything that is not operating properly or can not be assessed because it is obscured from view or was inaccessible, will be listed on the **PDI Form** – a copy of which you will receive at the end of the Orientation.

The PDI Form serves as the official written record of the condition of your new home before you move in and will be used as a reference for future warranty service requests.

## Certificate of Completion and Possession (CCP)

At the time of your Orientation, you will also receive a copy of the **Certificate of Completion and Possession**, (CCP) which confirms that your new home has been enrolled with the **Tarion Warranty Corporation**. Your home's enrolment number appears in the upper right hand corner as well as on the sticker affixed to the bottom left side of the form.

During your Pre-Delivery Orientation the MasterCare Representative will remove the sticker from the CCP and place it inside the breaker panel in your suite. This ensures that the enrolment and reference numbers are readily available to you for future reference.

**TARION**

Pre-Delivery Inspection Form

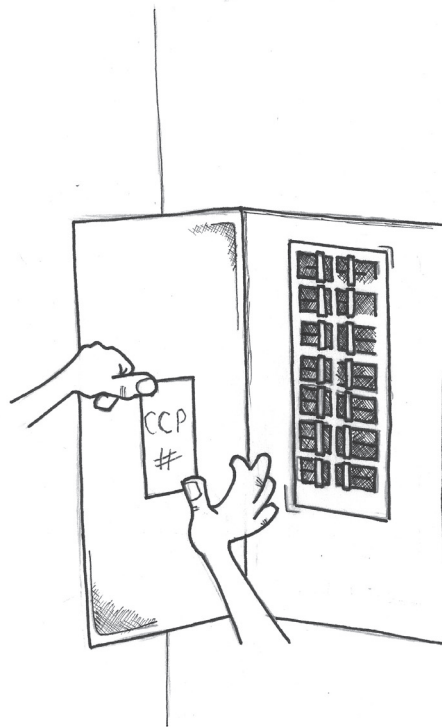
Please list below any damaged, incomplete, or missing items, as well as anything that is not operating properly. Also note any "substitutions" of items referred to in, or to be selected under, the Agreement of Purchase and Sale (APS) or construction contract. Please initial all changes and deletions. As a minimum, check the following:

DAMAGED, INCOMPLETE OR MISSING	OPERATING CONDITION
<ul style="list-style-type: none"><li>Windows, side lights and other glazing, Window and door screens</li><li>Bathrobe, sinks and toilets</li><li>Bathroom accessories, if provided</li><li>Mirrors, countertops and cabinetry</li><li>Flooring (hardwood, vinyl, ceramic tiles, carpeting)</li><li>Interior finishes and trim carpentry</li><li>Furnace</li><li>Hot water heater, if provided (not a rental)</li><li>Exterior finishes, driveways, walkways, decks and landscaping are complete</li></ul>	<ul style="list-style-type: none"><li>Windows, interior and exterior doors (including garage overhead door), Door locks</li><li>Finishes: kitchen, bathroom, laundry room</li><li>Exhaust fans (kitchen, bathrooms), if provided</li><li>Electrical outlets and fixtures</li><li>Gas fireplaces, incl. circulation fans, if provided</li><li>Heat Recovery Ventilation system, if provided</li><li>Heating system</li><li>Hot water heater, if provided (not a rental)</li><li>Air conditioning system, if provided and if conditions permit</li></ul>

Item #	Room/Location	Description

TARN-PDIF-01.01 PDF

Unit Enrolment # \_\_\_\_\_ 1



During your PDO, your MasterCare Rep will place your Certificate of Completion and Possession number inside the breaker panel in your suite.

# Your PDO Companion


## Getting To Know Your New Home

The following checklist has been designed to help acquaint you with your new condominium home . During your Pre-Delivery Orientation (PDO) a Minto MasterCare Representative will review workmanship and finishes in your suite with you as well advise you of the locations and correct operation of the various systems and equipment within your suite.

We emphasize the importance of the PDO as an opportunity for you to acquire valuable information regarding your new home as well as inspect your suite, therefore it would be beneficial for you to familiarize yourself with this checklist prior to attending your appointment. To make the most of your PDO we suggest you bring this “PDO Companion” with you and check off each of the listed items as you proceed through your appointment.



### Green Features

FOYER	
<input type="checkbox"/> <b>Suite Entrance Door</b>	<ul style="list-style-type: none"> <li>➤ The slight gap under your suite entrance door is not a deficiency, but is an essential part of the ventilation system as it provides an exchange of fresh air from the corridor to your suite.</li> <li>➤ <b>Please Note:</b> Weather stripping should <b>never</b> be installed around your suite entrance door since it would impede the exchange of fresh air between the corridor and your suite and thus compromise the ventilation system.</li> </ul>
<input type="checkbox"/> <b>Suite Entrance Door - Deadbolt Lock</b>	<ul style="list-style-type: none"> <li>➤ Test to ensure that it locks and unlocks as intended.</li> </ul>
<input type="checkbox"/> <b>Intrusion Alarm Panel</b>	<ul style="list-style-type: none"> <li>➤ The intrusion alarm panel is located on the foyer wall in close proximity to the front entrance door of your suite. The intrusion alarm system for your suite is connected to a computer system located at the Concierge desk and Property Management office. When armed, the intrusion alarm system will monitor access through the front entrance door and will alert the Concierge and Property Management team of any unauthorized access.</li> <li>➤ A <b>User’s Manual</b> as well as <b>master code numbers</b> for your suite intrusion alarm system will be included in the key package you will receive on your date of possession.</li> </ul>
<input type="checkbox"/> <b>All-Off Switch</b> 	<ul style="list-style-type: none"> <li>➤ The All-Off switch, identified with a distinctive green switch, located on the wall beside the suite entrance door, is not only handy and helpful but is also a practical feature that allows you to conserve energy by activating the <b>Energy Savings Mode</b> on the thermostat and shutting off power to all hard-wired lighting in your suite, simply by turning off a single switch.</li> </ul>
<input type="checkbox"/> <b>Main Communications Box</b>	<ul style="list-style-type: none"> <li>➤ This grey metal box, typically located on the ceiling inside the foyer closet, is the central hub for all telecommunications services within your suite as well as the entry point for low voltage services entering the suite (telephone, data, TV, intrusion alarm, water metering).</li> </ul>

KITCHEN	
<input type="checkbox"/> <b>Energy Star Refrigerator</b> 	<ul style="list-style-type: none"> <li>➔ Check the fridge to ensure it is connected and working as intended (the fridge is cooling and the light turns on when the door is opened).</li> </ul>
<input type="checkbox"/> <b>Above-Range Exhaust Fan</b>	<ul style="list-style-type: none"> <li>➔ Fan is incorporated into your microwave unit and is ducted to the exterior of the building. The on/off switch for the exhaust fan is located on the microwave control panel. Switch both the fan and light on and off to ensure they are both working as intended.</li> <li>➔ <b>Please Note:</b> You should always use the exhaust fan when cooking on the stovetop to help control odours and humidity within your suite.</li> </ul>
<input type="checkbox"/> <b>Energy Star Range</b> 	<ul style="list-style-type: none"> <li>➔ Turn the cook top portion of the range as well as the oven on and off to ensure everything is operating as intended.</li> <li>➔ <b>Please Note:</b> Make sure all warranty information and/or packaging is removed from inside the oven before turning it on.</li> </ul>
<input type="checkbox"/> <b>Energy Star Dishwasher</b> 	<ul style="list-style-type: none"> <li>➔ Turn the dishwasher on and off to make sure it is hooked up and working as intended.</li> <li>➔ <b>Please Note:</b> Make sure all warranty information and/or packaging is removed from inside the dishwasher before turning it on.</li> </ul>
<input type="checkbox"/> <b>Appliance Warranty Packages</b>	<ul style="list-style-type: none"> <li>➔ Instruction manuals for your appliances are stored together in a top drawer in your kitchen. We suggest you keep these in your Homeowner Organizer.</li> </ul>
<input type="checkbox"/> <b>Appliance Service</b>	<ul style="list-style-type: none"> <li>➔ Your new appliances come with a <b>One-Year Manufacturer's Warranty</b>. As with all other service requests MasterCare will be happy to direct you with any appliance related warranty service requests by making the first call to Appliance Canada on your behalf. It is recommended however that you call <b>Appliance Canada</b> directly to report the problem and arrange a service appointment. Their contact information will be provided in this <i>Homeowner's Manual</i>.</li> </ul>
<input type="checkbox"/> <b>Kitchen Sink</b>	<ul style="list-style-type: none"> <li>➔ Check to ensure that both the cold and hot water come out of the faucet.</li> </ul>
<input type="checkbox"/> <b>Kitchen Sink &amp; Dishwasher Shut-Off Valves</b>	<ul style="list-style-type: none"> <li>➔ The MasterCare Representative will identify the location of the cold and hot water shut-off valves as well as the dishwasher intake shut-off valve. These are located in the cabinet below the sink. <b>Knowing the location of these valves is essential particularly in the event of a plumbing emergency.</b> Should you ever experience a leak or a flood in the kitchen turn off the water in the kitchen as soon as possible to help mitigate any damage that could occur as a result of water exposure.</li> </ul>
<input type="checkbox"/> <b>GFCI-Protected Electrical Outlet</b>	<ul style="list-style-type: none"> <li>➔ A <b>Ground Fault Circuit Interrupter</b> is a safety feature on electrical outlets located in the vicinity of a sink or water source that prevents the risk of electrical shock. All GFCI receptacles can be tested and re-set through an associated Test /Reset button.</li> </ul>

## LIVING ROOM

**Wall Switch Controlled Electrical Outlet**

- ➔ A switch on the wall controls one-half of a duplex electrical outlet in the living room.
- ➔ The MasterCare Representative will identify this electrical outlet for you.

**Thermostat**

- ➔ The thermostat offers the single greatest and easiest opportunity to conserve energy, requiring nothing more than adjusting a switch to your desired temperature setting. It allows you to select the temperature to your comfort level when you are home and adjust for increased energy savings when you are away from the suite. The thermostat is set automatically into Energy Savings Mode by activating the All-Off switch.
- ➔ The MasterCare Representative will review the thermostat and its operation with you.

## HEATING/COOLING UNIT(S)

**Fan Coil/Heat Recovery Ventilation System (HRV)**



- ➔ All suites are heated and cooled by means of a Fan Coil/Heat Recovery Ventilation System (HRV). Larger suites have two or more Fan Coil units. If your suite has more than one, only one is an HRV. The unit is located behind a rectangular metal cover panel that is typically located on the living room and/or bedroom wall.
- ➔ The filter for the unit is located behind the cover panel. The MasterCare Representative will verify its presence during the PDO.

## BEDROOM(S)

**Wall Switch Controlled Electrical Outlet**

- ➔ Like the living room, a wall switch controls one-half of a duplex electrical outlet in the bedroom(s).
- ➔ Power will only be directed to that portion of the electrical outlet when the corresponding light switch is in the "ON" position.
- ➔ Check all electrical outlets to ensure both top and bottom sockets have power.

**Breaker Panel**


- ➔ Typically the breaker panel is located on the wall in the corridor to the bedrooms or on the wall behind the master bedroom door. The MasterCare Representative will identify the breaker panel for you
- ➔ The breaker panel in your suite contains circuit breakers and each circuit breaker is labelled to indicate the area or device it controls. When an electrical circuit becomes overloaded, the breaker opens ("breaks") the circuit and the corresponding breaker automatically switches off. A circuit breaker, once tripped, must be reset to resume normal operation.
- ➔ Should an electrical outlet or fixture in your suite not work, check the breaker panel first to see if a circuit breaker has tripped. Circuit breakers have three (3 positions): 'ON', 'TRIPPED' and 'OFF'. To reset a circuit breaker first turn it to 'OFF' completely before you turn it back to 'ON'. Switching the breaker directly from 'TRIPPED' to 'ON' will not restore service. If the breaker does not reset and power is not restored advise MasterCare by completing a Service Request Form.
- ➔ **Please Note:** Always use a licensed, professional Electrician if you choose to replace existing light fixtures or install lighting in your suite. Please be aware that the wiring in a high-rise condominium building differs substantially from that in a single-family home. Therefore incorrect installation could cause the fixture itself and/or other electrical outlets and switches in the suite to malfunction.

Please Remember: It is your responsibility to advise Property Management of any additions and/or changes you make to the electrical, telephone, cable and/or data wiring in your suite.

**TELEPHONE, CABLE AND COMPUTER OUTLETS**

<input type="checkbox"/> <b>Telephone, Cable and Computer Outlets</b>	<ul style="list-style-type: none"> <li>➔ Your suite is wired for telephone, data and cable services. Outlets for telephone, cable and data are installed in your suite.</li> <li>➔ The MasterCare Representative will identify the locations for you.</li> </ul>
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**BATHROOM(S)**

<input type="checkbox"/> <b>GFCI (Ground Fault Circuit Interrupter) Outlet(s)</b>	<ul style="list-style-type: none"> <li>➔ Bathroom electrical outlets are GFCI protected, preventing the risk of electrical shock. If a GFCI outlet trips in order to provide protection, it has to be reset using the associated 'RESET' button to restore power to it.</li> <li>➔ The MasterCare Representative will identify the Test and Reset buttons for you on the electrical outlet cover.</li> <li>➔ You should test the GFCI receptacles as part of your regular homeowner's maintenance program.</li> </ul>
<input type="checkbox"/> <b>Sink and Bathtub</b>	<ul style="list-style-type: none"> <li>➔ Check to ensure that cold and hot water come out of both the sink and bathtub faucets.</li> </ul>
<input type="checkbox"/> <b>Sink and Bathtub Stoppers</b>	<ul style="list-style-type: none"> <li>➔ Test them to ensure they work and hold water when in the CLOSED position.</li> </ul>
<input type="checkbox"/> <b>Sink Shut-Off Valves</b>	<ul style="list-style-type: none"> <li>➔ The sink shut-off valves are located inside the vanity cabinet below the bathroom sink. Should an emergency (such as a leak or flood) occur the shut-off valves allow you to turn off the water to the sink.</li> </ul>
<input type="checkbox"/> <b>Toilet Shut-Off Valve</b>	<ul style="list-style-type: none"> <li>➔ There is a shut-off valve that enables you to turn off the water to the toilet only. This valve is located on the wall next to/below the toilet tank.</li> </ul>
<input type="checkbox"/> <b>Main Water Shut-Off Valves (Cold &amp; Hot)</b>	<ul style="list-style-type: none"> <li>➔ These valves, installed upstream of the cold and hot water meters, generally located in the main bathroom inside the vanity cabinet below the sink make it possible to shut off the water supply to the entire suite. In suites with more than one bathroom, the main water shut-off valve is typically located in the master bathroom.</li> </ul>
<input type="checkbox"/> <b>Exhaust Fan(s)</b>	<ul style="list-style-type: none"> <li>➔ Each bathroom has an exhaust fan that is controlled by a wall switch. The fan in the main bathroom operates continuously on low speed to provide airflow through the HRV unit. The wall switch controls fan operation from low to high speeds only.</li> <li>➔ Use the wall switch to ensure the fan operates as intended.</li> <li>➔ The fan removes moisture and humidity from the air by directing it to the exterior of the building. Therefore in order to control the humidity within the bathroom as well as throughout your suite it is important for you to remember to always use the fan when showering or bathing.</li> </ul>
<input type="checkbox"/> <b>Low Volume Dual Flush Toilets</b>  	<ul style="list-style-type: none"> <li>➔ The Ontario Building Code specifies the use of water-saving toilets in all new residential construction. The toilet(s) in your suite uses less water per flush than older models and features a two button activation system that provides you with substantial water savings. One button is for liquid waste and one button is for solid waste.</li> <li>➔ Flush toilet(s) to make sure that the water empties from the bowl as intended.</li> </ul>

LAUNDRY ROOM	
<p><input type="checkbox"/> <b>Dryer Duct &amp; Auxiliary Lint Trap</b></p>	<ul style="list-style-type: none"> <li>➔ There is a <b>duct</b> that connects from the dryer in your suite to the exterior of the condominium building. An exhaust fan is automatically activated when the dryer is turned on, stays on the entire time the dryer is in use and pushes moist air from the dryer through the duct to the exterior.</li> <li>➔ The <b>auxiliary lint trap</b> is located on the ceiling inside your laundry closet.</li> <li>➔ The <b>screen</b> in the trap captures lint as the moist air travels through it. As a homeowner, it is your responsibility to check and clean the screen inside the trap on a regular basis. Carefully pull down on the knob to open the panel and access and clean the screen.</li> <li>➔ The lint trap located <b>inside</b> the dryer itself should be cleaned after <i>every</i> load and the screen inside the auxiliary lint trap on the ceiling should be cleaned frequently.</li> <li>➔ <b>Please Note: Ensuring that both lint traps are lint-free is essential in maintaining the maximum efficiency of your dryer and preventing the risk of a fire.</b></li> </ul>
<p><input type="checkbox"/> <b>Water Shut-Off Valve for the Washer</b></p>	<ul style="list-style-type: none"> <li>➔ The white box recessed in the wall beside your washer/dryer-stacked unit contains the combined cold and hot water shut off valve for your washer. The lever may be pulled forward or pushed back to turn the water supply on or off as required.</li> <li>➔ It is recommended that you turn the water supply to the washer <i>off</i> when you're not using it. This is a precautionary measure that will help prevent a possible emergency situation from occurring such as a water supply hose bursting.</li> </ul>

LIFESAFETY DEVICES	
<p><b>The Emergency Speaker(s), Heat Detector(s) and Carbon Monoxide detector in your suite must never be disconnected or tampered with; doing so would compromise the life safety of all residents, would be in violation of the Ontario Fire Code and would be subject to a substantial fine.</b></p>	
<p><input type="checkbox"/> <b>Emergency Speaker(s)</b></p>	<ul style="list-style-type: none"> <li>➔ The emergency speaker (EVC – <b>Emergency Voice Communication</b> speaker), located on the ceiling in your suite, makes it possible for you to receive vital information regarding emergency situations. Its primary function is to sound the fire alarm in your suite. Therefore when the fire alarm is activated in the building you will hear it in your suite through the EVC. Only authorized building personnel or the authorities such as the fire department can use it to (1) inform you of emergencies in the building, (2) provide you with instructions as required and (3) update you on the status of an emergency situation.</li> <li>➔ The MasterCare Representative will identify the emergency speaker(s) for you during your PDO.</li> <li>➔ The emergency speaker is “hard wired” (wired directly into the building fire alarm system) and therefore does not require batteries.</li> </ul>
<p><input type="checkbox"/> <b>Heat Detector(s)</b></p>	<ul style="list-style-type: none"> <li>➔ The heat detector, located on the ceiling in your suite, is a safety device that detects heat from potential fire. The MasterCare Representative will identify the heat detector during your PDO.</li> <li>➔ The heat detector is ‘hard wired’ directly to the building’s fire alarm system, which will sound when a heat detector is activated.</li> <li>➔ In accordance with the Ontario Fire Code heat detectors are installed in every suite and can never be removed by the homeowner.</li> </ul>

<input type="checkbox"/> <b>Smoke Detector(s)</b>	<ul style="list-style-type: none"> <li>➔ The smoke detector(s) located on the ceiling in your suite, notifies you of smoke and potential fire within your suite. Smoke detectors sound only in your suite. The MasterCare Representative will identify the smoke detector(s) during your PDO.</li> <li>➔ The smoke detector(s) is “hard wired” to your in-suite electrical panel and does not require batteries. In case of a power failure to the building, the smoke detector will not operate.</li> <li>➔ <b>Please note:</b> The smoke detector(s) is/are rather sensitive and may go off as a result of burnt toast, excessive humidity from bathing or cooking, or vapours from chemicals in cleaning products.</li> </ul>
<input type="checkbox"/> <b>Carbon Monoxide Detector</b>	<ul style="list-style-type: none"> <li>➔ A Carbon Monoxide (CO) Detector combined with a smoke detector, is only provided in those suites that are situated in close proximity to gas-fired mechanical systems as required by the Ontario Building Code.</li> <li>➔ Combination smoke and CO detectors are “hard wired” to the in-suite electrical panel and do not require batteries. In case of a power failure to the building, the carbon monoxide detector will not operate.</li> <li>➔ <b>Please note:</b> Your building is equipped with emergency generators to ensure that life safety devices in your suite continue to function as intended should a power failure occur.</li> </ul>
<input type="checkbox"/> <b>Fire Alarm Silencer Button</b>	<ul style="list-style-type: none"> <li>➔ This button is usually located on the bedroom corridor or living room wall. Should the fire alarm go off in the building, you could press the fire alarm silencer button and quiet the fire alarm within your suite for up to ten (10) minutes before it begins resounding again. If an announcement is made it will still be heard even if you pressed the silencer button. The alarm will still be audible from the corridor but will not be as loud or disruptive.</li> </ul>

**At the end of your Pre-Delivery Orientation the MasterCare Representative will review and provide you with a copy of the following:**

- A copy of the **Certificate of Completion and Possession (CCP)** for your suite.
  - This form confirms that your new home has been enrolled with the Taron Warranty Corporation. Your home’s enrolment number appears in the upper right hand corner as well as on the sticker affixed to the bottom left side of the form. You will be asked to date and sign this form at your Pre- Delivery Orientation.
  
- A copy of the **completed PDI Form**.
  - This form lists any defects in workmanship or materials, incomplete or missing items that you observed during your in-suite inspection, as well as anything that was not operating properly or could not be assessed because it was obscured from view or was inaccessible. You will be asked to date and sign this form at your Pre- Delivery Orientation.