Draft Canadian Artist’s Code, a widely accepted template for assessing an artist’s professional standing in the arts community.

If approved, you, as the Primary Tenant, are solely responsible for the live/work studio space and the Temporary Sublet Tenant. The Primary Tenant pays rent to Artscape and the Temporary Sublet Tenant pays rent to you, the Primary Tenant.

*Please note:* the Temporary Sublet Tenant does not hold any successor rights to the live/work studio – meaning that if the Primary Tenant vacates the live/work studio, the Temporary Sublet Tenant must vacate as well. An agreement stating the above and more will be drawn up and signed by all parties. There is a $50 administration fee to sign a sublet agreement and live/work studio sublets are limited to no more than one year within a five year period.

**Warranty Service**

*Condo Owners:*
At any time during the first 30 days after the date of possession or occupancy, the owner must use Tarion’s 30-Day Form (included in your Tarion Homeowners Information Package) to request the repair of any item which appeared on your PDI Form, in addition to any new items. At any time during the last 30 days of the first year of possession, you are entitled to submit a single Year-End Form outlining any additional defects. If you submit more than one form, the items listed on the Year-End Form will replace all of the items on any previous Year-End Form(s). Please fax the forms to Tarion directly at 1-877-664-9710 and Artscape at 416-535-6260.

*Rental Tenants:*
Artscapes will contact you to arrange for inspections during the first year of your tenancy to ensure that all deficiencies under warranty are repaired by the developer.
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Written correspondence with Artscape can be mailed to the following address:

Toronto Artscape Inc.
171 East Liberty Street, Suite 224
Toronto, Ontario M6K 3P6

For queries related to your new home warranty program, please contact Tarion at 1-877-9tarion or visit their website at www.tarion.com.

### Rent Payments

#### For Rental Tenants Only:

Rent is due on the first (1st) day of each month. Please make your cheques payable to Toronto Artscape Inc. and note your building code (ATL) and live/work studio number on the memo line. You are encouraged to provide Artscape’s Tenant Services Department with post-dated rent cheques to cover your rent through the year or stop by the Artscape office each month to deliver your rental payment.

If your cheque is returned due to non-sufficient funds, Artscape will charge a $20 administrative fee.

If you find yourself in arrears in rent, please contact Artscape immediately with an explanation and to establish a payment plan. Repeated arrears and N.S.F. cheques will classify you as a tenant who is not “in good standing,” making you ineligible for future Artscape opportunities.

### Resident Information Form

For your safety and security, all residents of Artscape Triangle Lofts are asked to complete a Resident Information Form, which supplies pertinent information to Artscape in the event of an emergency. The Resident Information Form has been enclosed with this handbook for your convenience. Please return the completed form to Artscape at your earliest convenience.

### Subletting Your Live/Work Studio

If you wish to sublet your live/work studio, you must follow guidelines as described in the Disclosure Package or Lease Schedules provided to you upon purchasing or renting your live/work studio.

If you wish to sublet your live/work studio to another artist or non-profit arts professional, you must first notify Artscape’s Tenant Services Department. The potential sub-lessee will need to submit a waiting list application, letter of intent and artist’s curriculum vitae to Artscape. Like all Artscape tenants, they must be approved by the Tenant Advisory Committee, meeting the requirements of the
Contact 911 directly for all police, fire and ambulance emergencies.

Bicycle Storage
Bicycle storage has been provided for residents on the P1 level of the underground parking garage on a first-come, first-served basis. You are responsible for providing your own locks. Extra bicycle storage is planned for the exterior of the north side of the building.

Building Access
Entry to the building is gained by using your key fob. Simply place your key fob up to the readers mounted adjacent to the doors.

Visitors must use the Enterphone system located at the front entrance lobby to gain access to the live/work studio they are visiting. For security purposes, it is strongly recommended that you DO NOT grant building access to anyone claiming they have forgotten their key fobs.

Artscape management and authorized staff and personnel will enter live/work studios only in the event of an emergency or to carry out maintenance work, as required. Artscape will attempt to provide 24 hours notice of entry when possible.

All live/work studio door keys are on one master key held by Artscape. The master key system allows Artscape to gain immediate access in case of an emergency, fire or flood. Residents are not permitted to change the door lock or attach safety chains/double locks to the door without prior authorization from Artscape. Should you wish to install a security alarm, please register an alarm code with Artscape for use in an emergency.

Common Areas
Artscape encourages you to advise your family members and guests of the rules and regulations of the Artscape Triangle Lofts Condominium Corporation with regards to the common areas.

Listed below are a few items, which you should pay particular attention to:

- Residents are not permitted to install or affix anything to the common areas including any decoration, doorbell, doorknocker or symbol without obtaining written approval from Artscape.
- Residents are not permitted to obstruct the common area hallways with mats, shoes, bicycles, boot trays, carts or strollers. The common area hallway must remain clear at all times in case of an emergency.
Pets must be exercised off the property and must be on a leash at all times.

**Enterphone System**

The Enterphone System, located in the Artscape Triangle Lofts lobby entrance, is connected to your live/work studio’s telephone line or cell phone and allows a visitor to conveniently announce their arrival. Artscape requires that you register your telephone numbers within two weeks of move-in using the enclosed Resident Information Form.

To answer the Enterphone System, please note the following instructions:

- **To open the door:** Answer the phone, speak to the guest and permit entry by PRESSING BUTTON “9” on the keypad of your phone.
- **If you do not wish to allow the guest to enter,** press the # key to terminate the call.
- **If you are on the telephone and you have the call-waiting feature,** you will be alerted that a guest in the lobby is trying to reach you when you hear the call waiting beep. Press the telephone hang-up button to speak to your visitor, press “9” to open the door and then press the telephone hang-up button again to connect back to your outside call. If you do not have the call-waiting feature, your guest will hear a busy signal and they will need to hang up and call your live/work studio again.

**Fire Safety**

The safe and orderly evacuation of all residents and building personnel during a fire emergency is of paramount importance. The following procedures are intended to achieve this goal in the event of a crisis, not only from fire, but also from any other physical emergency. The complete cooperation of each person is required if the plan is to be successful.

There are smoke and heat detectors located in your live/work studio. Ground floor live/work studios contain carbon monoxide detector(s) due to their proximity to the underground parking garage.

You are reminded not to do or permit anything in your live/work studio, or bring or keep anything therein, which will in any way create a risk of fire. For safety reasons, only artificial, non-combustible Christmas trees are permitted.

Artscape recommends that you purchase a portable kitchen fire extinguisher. In the event that a small fire cannot be extinguished with the use of a portable kitchen fire extinguisher, then the door to the area should be closed to confine and contain the fire.

If you do not receive a copy of these documents, please contact Artscape’s Tenant Services Department. If you need an additional copy at a later date, Artscape will charge a $20.00 per hour administration fee plus twenty-five cents ($0.25) per photocopy for copying services.

**For Rental Tenants Only:**

Rental tenants will receive an executed copy of the lease along with the rules and regulations of the Artscape Triangle Lofts Condominium Corporation upon occupancy.

**Insurance**

The Artscape Triangle Lofts Condominium Corporation’s insurance does not cover a number of items within your live/work studio or your personal belongings. Artscape recommends that all residents (mandatory for owners) obtain insurance coverage. If you wish to insure your property against loss or damage, or the cost of any claims against you for damage to your own live/work studio or injury to other people, Artscape recommends: $1,000,000 liability insurance, content insurance, betterments and improvements insurance, and loss assessment insurance including insurance deductible coverage.

Artscape suggests that you take a photo inventory of all your contents once you have settled into your new live/work studio. If anything is lost or damaged, it is difficult to convince your insurance company of the value without photo documentation.

**Property Management**

Artscape has been retained to manage the building and will handle the day-to-day operations and condominium related issues of the residents. As such, Artscape will take direction from the Artscape Triangle Lofts Condominium Corporation Board of Directors and is directly responsible for the maintenance, appearance and upkeep of all the common areas throughout the building.

Artscape also manages the supervision of any on-site cleaning and trades.

Artscape’s Tenant Services Department is your first contact for any questions and/or concerns regarding your live/work studio. To reach Artscape during regular business hours (9:00 am to 5:00 pm, Monday to Friday), please call Tenant Services Coordinator, Darryl Bank, at 416-392-1038, Ext. 43 or darryl@torontoartscape.on.ca. Please note that there is no on-site Property Management office.

If you have a property management emergency after regular business hours and require immediate assistance, please contact Artscape’s emergency pager at 416-424-9246 and leave a message at the tone.
Board of Directors
The Artscape Triangle Lofts Condominium Corporation Board of Directors is responsible for overseeing the property and business affairs of the Corporation and enforcing the Declaration, By-laws and Rules (the governing documents, along with the Condominium Act). The Board of Directors will be elected at the Turnover Meeting held approximately two months after the building is registered.

The Board of Directors consists of five (5) elected representatives of the owners. Artscape will retain two (2) of these available positions for rental tenant representation on the Board of Directors.

To contact the Board of Directors, please send all communication to Artscape.

Condominium Maintenance Fees
For Owners Only:
Upon registration of the Artscape Triangle Lofts Condominium Corporation and final closing of your live/work studio, owners will be advised by their lawyers to submit twelve (12) post-dated cheques for payment of the Condominium Maintenance Fees. Condominium Maintenance Fees are due and payable to Toronto Artscape Inc. on the first (1st) day of each month.

Corporation Documents & Leases
Please take time to read your agreements and leases carefully. This handbook is intended to summarize some of the information contained in these documents; however your legal documents are your primary reference. If you require clarification, do not hesitate to contact Artscape’s Tenant Services Department.

The Board of Directors is permitted to modify the rules for the Artscape Triangle Lofts Condominium Corporation and may institute new rules from time to time. You will be informed in writing if any changes to the rules occur.

For Owners Only:
Upon signing your agreement of purchase and sale you received an information package which included the Declaration, By-laws and Rules for the Artscape Triangle Lofts Condominium Corporation.

Handicapped persons who require assistance if evacuation becomes necessary should complete the Resident Information Form provided. The Artscape Triangle Lofts Condominium Corporation is required by law to keep an up-to-date list available.

If you discover a fire:
- Leave the fire area.
- Close all doors behind you.
- Pull the nearest fire pull station.
- Leave the building.
- Telephone 911 and report the fire. Never assume that this has been done. Know and give the correct address and location of the fire in the building.

In order to avoid hazards in the building, residents are advised to:
- Refrain from storing propane, gasoline or any other combustible material in your live/work studio.
- Refrain from putting burning materials, such as ashes, in your garbage.
- Refrain from disposing of flammable liquids down garbage and recycling chute.
- Avoid unsafe cooking practices (deep fat frying, too much heat, unattended stoves, loosely hanging sleeves).
- Refrain from using unsafe electrical appliances, frayed extension cords, over-loaded outlets or lamp wire for permanent wiring.
- Refrain from leaving articles, such as shoes, rubbers, mats, etc., by the entrance/exit doors to your live/work studio.
- Refrain from disposing of hot items in the garbage that may result in fire. Please ensure when depositing items in your garbage pail that they are properly cooled.

The City of Toronto has other Emergency Preparedness tips outlined on their website at www.toronto.ca/fire/emergency_preparedness.
Garage Remotes
A garage remote has been provided for each parking space and this remote is used to gain entry to the underground garage. If you lose this remote or if the remote is broken, please notify Artscape immediately and a replacement remote will be issued at a cost.

Moves and Deliveries
Moves and deliveries must be booked with Artscape at least seven days in advance so that the elevator may be protected and placed on service for your convenience. Reservations can be made during business hours (9:00 am to 5:00 pm, Monday to Friday) and are on a first come, first served basis. The elevator reservation shall be for a period not exceeding 3 hours.

Please reserve the elevator in advance of any moves or deliveries by contacting Artscape’s Tenant Services Coordinator, Darryl Bank at 416-392-1038, Ext. 43 or darryl@torontoartscape.on.ca.

On the date of your scheduled move, Artscape staff will put the elevator on service for you during your dedicated time slot.

Except with prior written authorization from Artscape, moves and deliveries shall be permitted only between the hours of 9:00 am and 6:00 pm, Monday to Friday inclusive and shall not take place on public holidays.

The moving or delivery personnel should remove all cardboard and boxes from the building site. They may also be broken down and placed in the recycling bin on the P1 level of the underground parking garage.

Ventilation
Exhaust fans are provided in the kitchen (i.e. range hood fan), bathrooms and laundry closet. The fans should be used to remove lingering odours and humidity in the air, which can cause condensation.

Bathrooms – Fan is controlled by the switch inside the bathroom.

Laundry Closet – Fan is controlled by an Automatic Relay within the ducting of the dryer exhaust.

Kitchen – Use your exhaust fan whenever cooking on the stove to avoid cooking odours which may disturb your neighbours and to lessen grease build-up on kitchen surfaces. The metal filter may be washed in the dishwasher. The exhaust fan is also a great tool to filter air to the exterior. For preventative maintenance, Artscape suggests that the filter and fan be removed and cleaned periodically.

Water Leaks
In order to avoid possible water damage to the floor below, spills should be mopped up immediately and leaks repaired promptly. If your taps are leaking, they should be repaired right away as wasted water will increase utility consumption and increase costs.

If you see water entering your live/work studio, we ask that you contact Artscape immediately!

Water Shut Off Valves
Your live/work studio valves are generally located in the vanity cabinet of your bathrooms, under the kitchen sink and in the laundry closet. Please familiarize yourself with the location of these shut off valves and ensure that they are always accessible.

Windows
No awnings or shades may be erected over or outside of the windows. Nothing may be placed on the outside of the windowsills or projections of any live/work studio. Nothing may be thrown out of the windows or doors of the live/work studio or from the terraces, and no mops, brooms, bedding etc. shall be shaken from any window or door.
**Quiet Enjoyment**
You are entitled to quiet enjoyment of your live/work studio and are asked not to interfere with the quiet enjoyment of other residents in the building.

Please remember that you are living in a condominium building with other people. Bumping, banging or drilling on walls or floors (especially non-carpeted floors) will inconvenience your neighbours. Do not let your live/work studio door slam when closing and please be considerate of others when entertaining.

If you have a complaint about the behaviour of another Artscape resident that you do not feel you can resolve through direct discussion, please contact Artscape and put your complaint in writing to the Tenant Services Department. The Tenant Services Department will provide advice and assistance in resolving the issue. Often disputes can be solved easily and cooperatively. Residents may be required by Artscape to retrofit the live/work studio to provide sound abatement when loud music, noise or certain materials used in your artistic practice affect the quiet enjoyment of your neighbours.

**Satellite Dishes**
The Artscape Triangle Lofts Condominium Corporation Declaration prohibits the installation of any exterior antennae, aerial, satellite dish or similar device.

**Utilities**
Hydro service is individually metered for each live/work studio and it is the resident’s responsibility to contact Toronto Hydro directly to set up a personal account on or before your move-in date. For contact information visit Toronto Hydro at 416-542-8000 or [www.torontohydro.com](http://www.torontohydro.com).

**Vacations and Other Absences**
Please notify Artscape if you intend to leave your live/work studio unattended for extended periods of time and indicate the names of people authorized to enter your live/work studio, as well as a contact person that can be reached in the case of an emergency.

**Pets**
Residents must register household domestic pets with Artscape. Pet owners are not allowed to walk pets unleashed anywhere in common areas and must clean up after them. Pets are not permitted to be exercised in the stairways, or any other portion of the common areas within the building.

All damages caused by a pet to the building, walkways, hallways, stairs, underground parking garage or any other portion of the common areas are the responsibility of the resident who will be required to fully reimburse the Artscape Triangle Lofts Condominium Corporation for the cost of the repair, replacement and/or renovation.

**Smoking**
Smoking is strictly prohibited in all common areas and within 10 feet of all entrances and exterior windows.
YOUR LIVE/WORK STUDIO

Access to Connect/Disconnect for Hydro Meters, Cable & Telecommunication Services

If you are connecting or disconnecting hydro, cable and telecommunication services, the technicians from those companies will need to have access to the electrical closets located in each block throughout the building. When booking those services, please inform those service suppliers that their technicians can gain access to the appropriate electrical closet via the service lockbox located on site. Please contact Artscape’s Tenant Services Department at least 48 hours in advance to sign out the key for the service lockbox.

Alterations, Renovations, Painting & Decorating

If you would like to renovate, undertake new construction, alter or add to the electrical or mechanical services in your live/work studio, you must receive written approval from Artscape before beginning.

Some renovations may require a permit from the City of Toronto. A licensed contractor should perform plumbing and electrical work. Please note that Artscape may require that you return the live/work studio to its original condition when you move-out.

Appliances

Condo Owners:
Enclosed with your appliances is a package providing you with operating, care and maintenance instructions. Artscape recommends that you read and follow the instructions which will provide you with valuable information. Also enclosed in the package are the warranty documents. Please send these completed documents to the manufacturer to initiate the warranty.

All appliances are the owner’s responsibility. If you experience problems with your appliances please contact the appliance manufacturer. No service charges apply to warrantable problems reported within the first year.

Rental Tenants:
Artscape will provide you with a copy of the operating manual for your appliances. Artscape will also submit the warranty documents to the manufacturers on your behalf. If you experience problems with your appliances, please contact Artscape immediately to arrange for repair.

Laundry

Please notify Artscape if you wish to install a washer and/or dryer in your live/work studio. The lint trap in your machine should be cleaned after each load. There is another built-in lint trap to be serviced and it is located in the exhaust duct in front of the exhaust fan. This built-in trap has been installed to reduce the chance of escaping lint fouling the exhaust. To avoid blocked ducts, humidity problems and slow drying clothes, clear this secondary trap monthly.

Also ensure that the washer drain hose is correctly inserted into the drainpipe before using the machine. Inspect washer hoses on a regular basis.

Mail Delivery

Canada Post will deliver your mail to your individual mailbox located in the mailbox area within the Artscape Triangle Lofts lobby. If you will be away for an extended period of time, it is recommended that you contact Canada Post directly to temporarily suspend your mail service.

Your mailing address is: 38 Abell Street (unless otherwise stated)
Your Studio #
Toronto, Ontario
M6J 0A2

Please note: Ground floor live/work studios with doors facing Abell Street have an Abell Street address; however mail will be delivered to your individual mailbox in the lobby.

Maintenance/Repairs

Condo Owners:
All live/work studio maintenance is the owner’s responsibility. If you require maintenance work, please contact the licensed contractor of your choice.

Rental Tenants:
Please report all maintenance requests to Artscape’s Tenant Services Department in a timely fashion. At least twenty-four hours notice will be given to you prior to the date/time when repairs will occur. Repairs will be scheduled between the hours of 8a.m. and 8p.m.
Garbage/Recycling
All garbage must be properly drained and double-bagged to prevent any undue odour, mess or damage prior to depositing it into the garbage chute available on each floor. (Residents on the ground floor can take their garbage directly down to the bins on the P1 level.) Please break down all cartons, flatten and bundle, and place garbage and recycling materials in the proper chute.

Residents are responsible for arranging for large items to be removed from the site. Please do not leave any large items, e.g. furniture or large appliances, in the common areas or in the garbage/recycling area.

Toxic materials are also your responsibility and should be stored in your live/work studio and disposed of according to provincial regulations. Please do not put toxic materials in with ordinary garbage or pour toxic materials down sink drains or into toilets. A toxic materials drop-off site is located at the Commissioner Street Transfer Station located three streets east of Cherry Street between Bouchette and Logan Avenues. Household toxic waste hours are Wednesday 10:00 am to 6:00 pm and Saturday 7:00 am to 6:00 pm.

Heat Ventilation and Cooling System (HVAC)
The built-in HVAC unit(s) in your live/work studio is your source of heating and cooling. Each unit is individually controlled within your live/work studio. The controls are located on the wall by the unit. Your digital thermostat is designed to provide your home with reliable and precise temperature control. The temperature can be adjusted to a higher or lower setting by using the push buttons directly below the digital temperature display window. Should you have any questions about the thermostat, please contact Artscape’s Tenant Services Department for assistance.

NOTE:
To check the HVAC filter, simply raise the cover and remove the filter to replace it, no tools necessary. The dust filter should be replaced every four months at a minimum.

Condo Owners:
It is important to replace the filters with the correct model type in order that damage does not occur to your live/work unit. When in doubt, bring your used filter with you to the hardware store for reference.

Rental Tenants:
Artscape will supply and replace all filters for rental tenants.

Art Practice Health & Safety
You should not do anything that endangers the health and safety of yourself or your neighbours. If your practice involves the use of toxic substances, you must take whatever measures necessary to ensure that any fumes are exhausted to the outside and away from areas where fellow residents or members of the public congregate.

Please contact the Tenant Services Department for more information on safe artistic practice. The City of Tucson, Arizona has created a comprehensive searchable database dealing with health and safety in the arts with information covering virtually every material art and craft media, live/work studio safety, an excellent bibliography and numerous links for further research at www.ci.tucson.az.us/arthazards/home.html.

Toronto’s Artists’ Health Centre Foundation (416-351-0239, www.ahcf.ca/) has created the Al and Malka Green Artists’ Health Centre at Toronto Western Hospital which provides consultation and a variety of therapies for both visual and performing artists (www.ahcf.ca/clinic.html).

Condensation In The Home
Condensation and moisture on windows is a common complaint and residents can control most condensation problems. The key to controlling excess condensation lies in understanding building standards and how relative humidity impacts on airtight homes.

Stained ceilings, water streaming from windows, and mould on walls and window sills are often indications of excessive water vapour in the air. Condensation problems arise because air can only hold a limited amount of water vapour, an amount that varies with temperature. For example, cold air is able to hold less water vapour than warm air.

Air cooled by contact with cooler surfaces such as windows will therefore deposit water vapour on the glass or the sash because as the air is cooled, it loses its ability to hold water vapour. This surface condensation can be as an indication of excessive water vapour in the air.

The first step in solving condensation problems in your live/work studio is to reduce humidity levels. While some humidity is recognized as necessary for comfort and health, any increase in moisture levels must be monitored to alleviate excess condensation.

Windows have a limited heat loss resistance and are often the coolest component of the live/work studio’s enclosure. Because of this characteristic, windows are usually the area where condensation is most visible. As
condensation occurs on the inside window surfaces, it may be a warning sign to reduce the humidity level in your home.

**CONTROLLING HUMIDITY & RELATED SURFACE CONDENSATION ON WINDOWS**

- Make it a habit to use your bathroom fan when showering and your kitchen exhaust fan when cooking. This procedure will help remove the moist air from your live/work studio.

- Refrain from the use of humidifiers unless the relative humidity levels are below the recommended levels.

- Refrain from overwatering household plants.

- Leave the fan running on the vertical fan coil unit during extremely cold weather to help the air circulation throughout your live/work studio.

- Avoid hanging wet clothes inside your live/work studio. Ensure the clothes dryer is vented to the exterior and the exhaust fan is operating while using the dryer.

- Free circulation of air is important. Keep drapes open as much as possible so the air can circulate freely over the windows. If necessary, you may open your windows to reduce localized condensation.

Do not worry about the small amount of heat you will lose by providing enough ventilation in cold weather to control the humidity. It will cost a great deal less than the damage condensation can do to your windows, walls and woodwork. Remember that it is your responsibility to use the ventilation system properly to protect the home from stale air or moisture damage.

**Electrical**

Your electrical panel circuit breakers are located inside your live/work studio and each breaker is identified for its general purpose. In the case of electrical failure, first check this panel for a tripped breaker in the “off” position. To reset, push the breaker all the way “off” and then back to “on”. Always have a licensed electrician perform any electrical work in your live/work studio.

**Energy Conservation**

Artscape encourages all residents to conserve energy and help keep energy costs down. Please remember to turn off the lights and turn down the thermostat a maximum of five degrees when you are away overnight. Likewise, in the summer, you should consider turning off the air conditioning when you are not in your live/work studio.
Notes
Important Phone Numbers

Artscape Tenant Services 416-392-1038 x43
Fax 416-535-6260
Emergency Pager 416-424-9246

Police/Fire/Ambulance (emergency) 911

Toronto City Service Hotline (non-emergency) 311

Toronto Hydro 416-542-8000

City of Toronto Transportation Department 416-392-7837

Toronto Artists’ Health Centre Foundation 416-351-0239

Tarion 1-877-9tarion
Fax 1-877-664-9710

Toronto Transit Commission Information 416-393-4636 (INFO)

Ward 18 City Councillor 416-392-7012

Poison Control 416-813-5900