

# Welcome to Gordon Park

March 14, 2019

## **Gordon Park Housing Society**

We are pleased you have chosen Gordon Park as your new home.

The office phone number is 868-0850 should you require assistance. Office hours are Tuesday and Thursday, 9:00am until 11:30am.

Gordon Park has been developed by the Gordon Park Housing Society. The Gordon Park Housing Society is a non-profit organization dedicated to serving the people of our community. The manor is Self Governed by the elected Board of Directors.

Gordon Park Housing Society provides viable senior's housing through its project development and sound financial management.

## **Gordon Park Core Values**

The core values of Gordon Park are a secure place to live, a caring place to live, an attractive place to live, and a community of Christian values. The interpretation of Christian values will be conformity to the Golden Rule "**Do unto others as you would have them do unto you**". These values guide the Board of directors and staff of Gordon Park.

# Building Amenities and Locations

## 1. Administration Office:

The Administration Office is located on the main floor lobby just to the right of the main doors as you enter the building.

## 2. Games/Pool Room:

The Games/Pool Room is located on the main floor hallway just to the left of the main doors as you enter the building.

## 3. Library Room:

The Library Room is located on the main floor just past the Games/Pool Room on the left hand side.

## 4. Kitchen and Gathering Room:

The Kitchen and Dining Room are on the main floor just past the Library on the left hand side of the hallway.

## 5. Public Washroom:

There are male and female public washrooms available. It is to the right as you enter the Gathering Room just before you enter the Craft Room.

## 6. Craft Room:

The Craft Room is in the Gathering Room on the Right hand side as you enter the room. It's straight ahead.

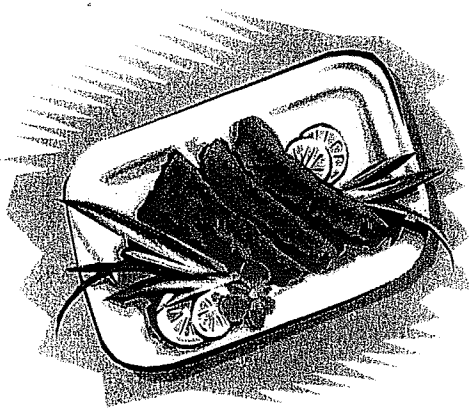
## 7. Exercise Room

The Exercise Room is in the Gathering Room. It is the just past the washroom hallway on the right hand side.

## 8. Woodwork Shop:

Woodwork shop is located on the main floor, through the fire door just past the office on the right hand side as you enter the main lobby.

# Meal Service



## Phase III offers Dining Room Service.

- The Dining room requests that you place your name on the signup sheet placed in the Post Office by noon on the day you wish to attend.
- Dinner is served Monday thru Friday.
- Menu's are posted in the mailroom
- You may purchase tickets from the dining room

### Meal Times

Dinner is available at 5 pm.

### Guests

Guests are welcome to join you for a meal. We recommend that you sign up 24 hrs in advance of having someone join you for a meal to avoid disappointment.

Pricing for guest meals is in the Mail Room:



## Coffee breaks and beverages

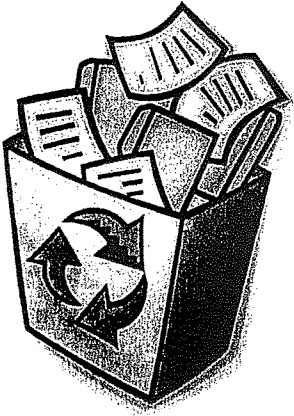
Our Social Committee provides many activities for your enjoyment throughout the year. An upcoming event is posted at the tripod on the Activity board in the lobby.

## Garbage



Members are requested to take their household garbage to the garbage bin outside. You can access the garbage bin by going past the mailroom and outside through the back of the lobby.

## Recycling

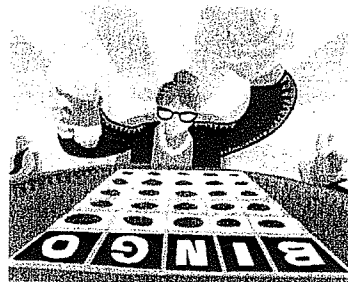
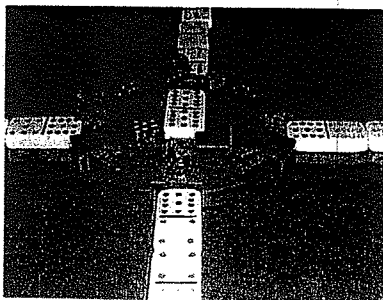
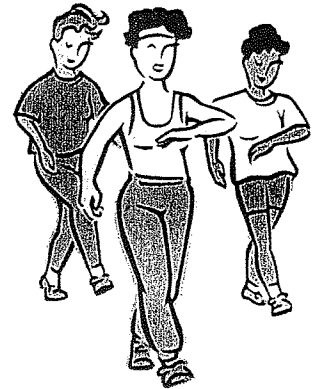


Recycling at Gordon Park is required.

Recycle bins are located in the shed behind the garbage dumpster. Please note recycling instructions in the shed.

## Social Activities

The Social committee is always open to new ideas and volunteers to help encourage and promote various activities. The social programs provide opportunities for social, spiritual, physical and mental well being of residents. There is a craft room available for individual and group activities.



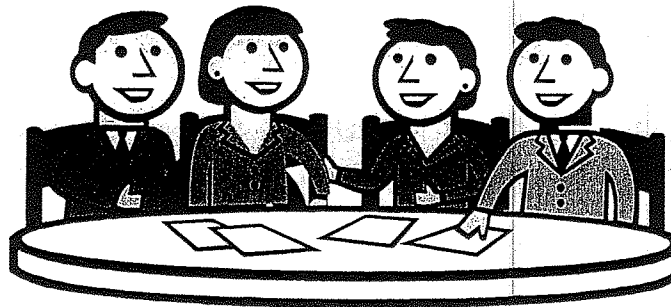
## Volunteers

Volunteers are an important and welcome part of Gordon Park. If you are interested in volunteering, please contact the Board of Directors for more information on volunteering opportunities.

## Board Meetings

The Board of Directors meet on the second Tuesday of each month at 10:00am in the Craft room. Situations may periodically alter the times and summer meeting may be combined.

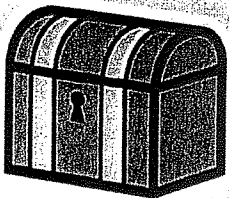
If you have any items that the Board should be aware of please ensure they are delivered to the office (slot in the door) at least one week prior to the meeting in order to be added to the agenda.



## Storage

### Personal Belongings:

Members store their belongings in the lockers at their own risk.



# Security and Well-being

## Entry FOB



Each member is given two per unit. Members are not to give this Entry FOB to anyone. Additional FOBS can be purchased for \$50.00. The FOB opens the following doors:

- Front lobby inside door,
- Rear lobby door
- Two entrances through the parkade

To use FOB simply swipe the FOB in front of the black box as instructed. The light will change from red to green to indicate the controls have been activated to open the door.

## Building Security



Building security meets with high standards with well lit grounds.

Entrance doors are locked at all times. Entry for visitors to the building is provided by members through the front door entry system. Only people with the entry pass or those who have been permitted entrance by a member may enter the building.

All guests are required to enter the building through the front door. It is extremely important that guests follow this procedure for safety and security reasons.

Do not allow access to the building to anyone whom you do not personally know or are not expecting.

If you accidentally lock yourself out of the building, go to the front door and call someone you know on the EnterPhone Panel to reach someone who will allow you access into the building.

If you notice any unusual behaviour, please advise the security volunteer or Police immediately.

# Enterphone System Operation

## (front door entry system)

1. If you have a guest come to visit and they buzz you from the front door, please:

**6**

- a. Answer your phone. You will note the Enterphone number of GPH 778-484-0853 on your call display.
- b. Ensure you know who it is before you allow them access to the building
- c. Press 6 (for 1 or 2 seconds – this allows the system to make the necessary connection and open the door) on your phone and hang up.

**Never give entrance to anyone you do not know or are not expecting.**

2. If you are on a call and the phone beeps:(If you have Caller Id feature with your telephone provider.)

**3**

- a. This means someone is calling you from the front door,
- b. Place your caller on hold by pressing 3 (let them know you are doing this or they may think you have hung up on them). You may have other instructions from your telephone provider 'call waiting' feature and instructed to use the "flash" button on your phone.

**6**

- c. If you wish to give the person at the door access to the building, press 6
- d. Wait on the line, the phone will automatically reconnect your call.

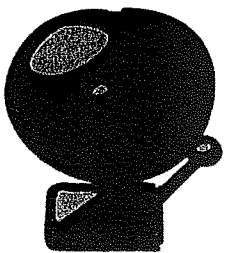
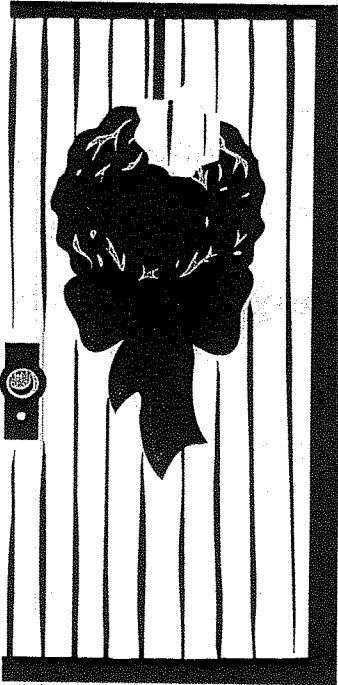
## Parking

All units will have an assigned parking stall.



## Unit Maintenance

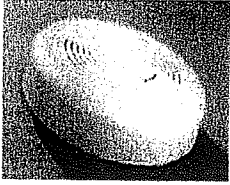
Please do not nail anything to the front door of your unit. These doors are fire rated doors and putting holes in them will reduce their effectiveness in an emergency. If you would like to hang a wreath or other decoration on your front door, we recommend using fishing line and hanging it over the peep hole. Another method would be to purchase a wreath hanger that hangs over the top of the door and are generally thin enough not to catch on the door frame when you close your door.



## Fire Alarm

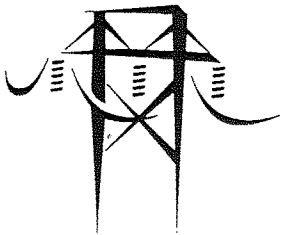
When the fire alarm sounds, you need to evacuate the building immediately through the closest and safest exit. Become acquainted with where all of the exits are.





## Smoke Detectors

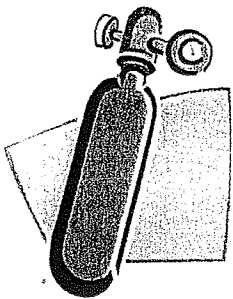
If there is smoke or fire in your unit, leave your unit immediately, close the door behind you and follow the Evacuation procedures.



## Power Outage & Emergency Preparedness

If the power goes off, there is emergency lighting in the hallways and public areas. We recommend that you stay in your unit.

It is recommended that you have a flashlight in your unit in the event of an emergency.



## Oxygen Users

If you are an oxygen user, it is recommended for emergency preparedness, that you have additional portable cylinders in your unit at all times. As well, you must have an "Oxygen in Use" sign posted on your unit door.

# Resident Evacuation Orientation

## A. IF THE FIRE IS IN YOUR UNIT:

- Leave the unit and close the door.
- Activate the fire alarm on your way out of the building.
- Evacuate the building along the **safest route** to the **closest exit**.
- Go directly to designated meeting area.

## B. WHEN THE FIRE ALARM SOUNDS:

- Leave your unit immediately.
- Close the door.
- Evacuate the building along the **safest route** to the **closest exit**.
- Go directly to the designated meeting area:

## C. IF YOU ENCOUNTER SMOKE:

- Continue to evacuate along the **safest route** to the **closest exit** keeping your body as low as possible.

## D. IF YOU ARE UNABLE TO VACATE YOUR UNIT OR BUILDING.

- Remain in your unit and close the door.
- **Call 911**
- State your unit number and address:

**Unit # - 1329 KLO Road**

- Soak a towel with water; put it along the bottom of your door.
- Open a window if fresh air is needed.
- Stand by the window or on your balcony and wave a white towel
- Wait for further instructions or assistance – **Remain Calm.**

**Stairwells are areas of refuge and can be used as an area of shelter ONLY if you are unable to evacuate the building.**

**PLEASE DO NOT BLOCK THE STAIRS**