

Crocus Ridge Residence General Information

PLEASE READ CAREFULLY!
IT IS YOUR RESPONSIBILITY TO
BE AWARE OF THE CONTENTS

Crocus Ridge Residence is a fully furnished, short-term/temporary accommodation offered to persons who are employed by or interning with the Yukon Hospital Corporation.

All units have:

- a kitchen that is fully equipped with all the basic appliances and fixtures
- a double XL bed along with all the necessary bedding
- a private bathroom with a bathtub and shower, toilet, and sink
- wired internet access
- cable TV
- a telephone (local calls only)

CHECK IN

You are provided one (1) room key and one security fob to gain access to Crocus Ridge in your welcome package and must be returned upon check out. The blue or black coding on the key ring is important, so please leave and return your key/fob on the coded key tag. The security fob is used to access the main entrance after hours.

A \$75 fee will be charged in the event that your room key is lost or damaged.

Depending on your length of stay, tenants are asked to complete an Inventory Checklist (if included) and returned to the Facility & Residence Clerk. This office is located at the back of the hospital, past the Cafeteria - follow the ID badge signs to office #1714.

CHECK OUT

Check out time is **11 am**. Please return your keys to the Emergency Department registration desk at Whitehorse General Hospital. It is your responsibility to leave the suite in the condition it was in when you arrived. Final linens (bedding and towels) can be left in a pile on the bathroom floor. Please ensure the kitchen is clean, dishes are done and all furniture is in the original position. Keys need to be turned in on time to ensure room is vacant and ready for cleaning.

- A walk through inspection can be requested by the tenant prior to vacating the apartment. If tenants do not request a walk through inspection, housekeeping staff will perform the procedure at the time of cleaning the apartment. Housekeeping will also complete an inventory checklist at that time.

RENT

Rent must be received within two (2) days after check-in.

Payment can be made at the Facility & Residence Office by way of a certified cheque, money order, credit card, or cash. At this time we will also require the completed inventory list and a copy of your credit card which will act as a security deposit. Rent includes heat, water, electrical, cable television, telephone (local calls), limited internet and access to shared laundry facilities and parking.



INTERNET ACCESS

Each suite has one wired internet modem and one Wi-Fi router.

For internet access you have 2 options; direct connection with an ethernet cable (fastest) or wifi access. For direct connection, plug the ethernet cable located on the back of the cable modem into your device/laptop. For Wi-Fi access, use the SSID 2.4GHz log-in name and password stamped on the bottom of the D-Link Wi-Fi router (with antenna). Note: Wi-Fi router must be plugged into the cable modem to properly operate.

Limited internet of 50 GB per calendar month is included in rent.

Overage charges are currently \$2/GB.

You can monitor the monthly usage for your unit by accessing the link provided below. Enter the MAC address found on the back of cable modem on the Northwestel webpage.

https://ubbapps.nwtel.ca/cable_usage/

If you are having difficulty connecting to internet, please call technical support at Northwestel: 1-888-423-2333. They will be able to test the connection and walk you through all troubleshooting steps.

TELEPHONE USE & INTERCOM SYSTEM

All apartments are equipped with a telephone that is accessible for local calling. For all long distance calls you must use a calling card or call collect.

To allow entrance into Crocus Ridge through the intercom system, press the number **9** on your telephone keypad after identifying your guest.

PARKING

Parking is available to all tenants of Crocus Ridge. Please note that recreational vehicles are not permitted in this limited area. Those traveling with recreational vehicles that require space on the hospital campus are asked to contact the Facilities Manager at 867-393-8768 who will arrange for an appropriate parking space.

MAINTENANCE

Tenants are required to report all maintenance concerns such as leaks, deficiencies, damage, heating or electrical issues by emailing angeline.rollins@wgh.yk.ca or call 867-393-8695 or the Facilities Manager at justin.peterson@wgh.yk.ca or 867-393-8768.

After normal business hours or in an emergency please contact the Engineer-On-Shift at: 867-393-8717 or 867-332-4831.

Heat is included in your accommodations but we would ask your assistance in eliminating excessive heat costs due to the opening of windows during the winter. If

you are having an issue controlling the temperature within your apartment, please call us immediately rather than leave windows open during winter months. Please exercise discretion and common sense when using utilities and turn off all electrical appliances/lights when not needed.

LAUNDRY FACILITIES

Laundry facilities are available for tenants in Crocus Ridge, free of charge, on the third floor. Tenants will need to supply their own detergent and other laundry products. Please be respectful and considerate of other tenants when doing laundry. Please leave washers open to air dry when not in use to alleviate musty odors.

MAIL & PACKAGES

Canada Post does not deliver directly to the residence. All mail must be addressed to the main hospital. Packages are then delivered to the YHC mailroom at WGH. This mail room is only accessible with your hospital ID card on the first floor back of the building beside the Purchasing Department. Tenants should stop by on a regular basis to check for mail, best time is afternoons.

(Full Name)

**C/O Facility & Residence
Whitehorse General Hospital
5 Hospital Rd
Whitehorse, YT Y1A 3H7**

HOUSEKEEPING

It is the Tenant's responsibility to maintain the cleanliness of their unit during their stay. If housekeeping is caused to exceed the expected $\frac{3}{4}$ hour to bring the suite back to the condition received then the tenant will be invoiced.

Any damage done to any apartment suites due to disrespectful behaviors will be the tenant's responsibility. Specifically but not limited to:

- Damage done to the paint/plaster on the walls from adhesives or push pins
- Damages done to the windows or its surroundings from screen removal
- Damages done to the floors or furniture from re-arranging the apartment

Long term tenants please perform the following cleaning procedure on a monthly basis on the Range Hood Filter: The metal filter is removable by simply sliding it out of place. Please place the filter in the dishwasher with a load of dishes, on the bottom rack, on Normal Wash, with Heat Dry OFF. Wipe the underside of the range hood with a damp cloth using dish detergent to remove any buildup of grease (never wash electrical or fan parts). When the range hood and filter has air dried, reinsert with the clips slid into place to secure it

PETS

Absolutely no pets are allowed in Crocus Ridge.

FITNESS FACILITY

The 'WRECK Room' is available for staff working at YHC, located in the basement under the Administration wing. The cost is \$120/year for staff or \$20 for students. Please inquire at the Facility & Residence Office for payment options.

SECURITY

Crocus Ridge is a secure building; the doors automatically lock in the evening at 5pm. For everyone's security these doors should never be propped open.

Your apartment should never be left unlocked.

For any reason, if you need to get a hold of YHC Security please dial 867-332-4834

GARBAGE & RECYCLING DEPOTS

You are responsible for removing all garbage in a timely fashion to the outside receptacles. Garbage dumpsters are located outside of the residence, on the north side of the building behind the fenced area. Garbage is not to be stored in the hallways or your suite. Ravens, foxes and bears can get into garbage left in the wrong location outside. Keep wildlife safe!

Recycling is available on your floor beside the elevator for aluminum, cardboard, and plastics.

Glass (except refundables) and compost items go into the garbage.

SMOKING

Smoking and vaping is not permitted in Crocus Ridge.

Designated smoking areas are located outside only.

FIREARMS, EXPLOSIVES & FLAMMABLES

Firearms, explosives and flammables are not permitted in the Crocus Ridge. This includes candles and any type of device that can be used for cooking not included in your suite such as a BBQ, camp stove, etc.

EMERGENCY NUMBER

911

YOUR CALL LOCATION WILL SHOW UP AS WHITEHORSE GENERAL HOSPITAL;

BE SURE TO TELL EMERGENCY SERVICES THAT YOU ARE LOCATED AT:

1 HOSPITAL RD, IN THE CROCUS RIDGE RESIDENCE

How to work the television in your suite:

1.) Turn on the television with this remote control



2.) Turn on the cable box (the larger of the 2 boxes beside the TV) with this remote control



3.) Press Input on this remote, scroll over and choose either **HDMI 1** or **HDMI 2**

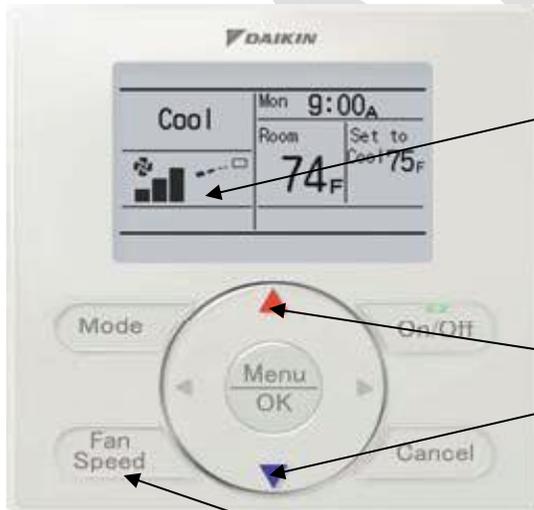


4.) Use this remote to change the channels

- Press guide to view channels
- Use the up and down CH buttons to scroll through channels
- Press ok to select



Thermostat Setting & Controls



Fan speed indicator

You can raise/lower the temperature setting by pressing the Red or Blue arrows.

You can change the Fan Speed to decrease or increase the air flow. Should you find you are having difficulty with temperature control, please call 867-393-8695 or after hours please call the main WGH registration desk at WGH at 867-393-8700 and ask to be connected with an Engineer.

Inventory List

Please check that each item is present in your suite and record any damages found.

	Check	Damages/Comments
Microwave		
Stove		
Fridge		
Dishwasher		
Toaster		
Coffee Maker		
Kettle		
Tea Pot		
Pot Set: 5 pots with lids		
Frying Pans x 2		
Baking Sheets 6-8 various		
Mixing Bowls x 4 (Ceramic and/or Clear Glass)		
Knife Set		
Cutting Board		
Kitchen Cooking Utensils Set 6-8 pc. various		
Spatulas x 2		
Wooden Spoons x 2		
Can Opener		
Measuring Cup		
Oven Mitts		
Glasses x 4-6		
Dinnerware Set: (4 large plates, 4 small plates, 4 bowls)		
Silverware Set		
Cutlery Tray		
Salt & Pepper Shakers		
Placemats		
Broom & Dust Pan		
Floor Swiffer		
Garbage Can x 2		
Kitchen Towels: 3 Large/2 Small		
Iron		
Ironing Board		
Bath Towels x 4		
Hand Towels x 2		
Face Cloths x 2		
Bed & Box Spring		
Pillows & Cases x 2		
Blanket		

Comforter		
Bed Skirt		
Fitted Sheet		
Flat Sheet		
Shower Curtain		
Lamp		
Dresser		
Alarm Clock		
End Table		
Kitchen Table		
Chairs x 3		
Side table		
Phone/Phone Book		
Brown Chair		
TV		
DVD Player		
Internet Modem & Ethernet Cord		
Wifi Router (DLink)		
Cable Box		
Remotes x3 (TV, DVD,Cable)		
Laundry Basket		
Clothes Hangers		
Rechargeable Flashlight		Please ensure this remains plugged in at all times
One Bedroom Apartments Only:		
Coffee Table		
Lamp (extra)		
TV Stand		
Couch & 2 cushions		
End Table (extra)		

Tenant Full Name: _____ Room Number _____

Email Address _____

Please bring the completed Inventory List to the Facility Clerk office where the clerk will witness your signature and collect a copy of a valid credit card to act as your security deposit.

Tenant Signature: _____

You are verifying that you received a copy of the 'Crocus Ridge Residence General Information' upon check-in and all the inventory items listed above are in the suite unless otherwise noted.