



Managing Agent
Urban Community
Condo Management
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Ottawa Carleton Standard Condominium Corporation # 803

Unit Maintenance Guide

1.0 Introduction: This Guide is intended to assist Owners in maintaining their Units for maximum efficiency, reliable operation, and to identify small problems before they become expensive service calls and repairs. Please print out and then perform the “**200 Rideau Owner's Spring and Fall Check-List**” at the end of this Guide.

1.1 Unit Owner's Liability: Problems with the interior of a unit and arranging for repairs are the unit owner's responsibility. This includes things such as plumbing, electrical problems, wall and floor damage, broken glass, screen damage, and window and door hardware including locks.

1.2 Reporting Problems: Please contact Mike Fraser (Property Manager) mfraser@uccm.com (613-738-4646) to report a problem for which you require assistance, or for help in locating a tradesman to repair your Unit. The full cost of service calls are the responsibility of the unit owner.

2.0 Heating and Cooling System:

This building is equipped with a two-pipe system that can only provide either heating or air conditioning. The building supplies heat to units in the winter months and cooling in the summer months. We are required to provide heat until the 1st of June or until there has been at least a week of overnight temperatures above +10 C. There will be notices in the elevators during changeover times (Spring and Fall).

2.1 Switch-Over to Heating: Once the building heat has been turned ON, please ensure that your thermostats have either been turned OFF or to the heating position. If left in the COOL position, your Fan Coil Unit will run continuously causing your unit to overheat, which in turn could cause the heat detector in your unit to set off the building fire alarm.

2.2 Fan Coil Unit: The main heating and cooling Fan Coil Unit (Figure 1) is located in the service closet. This unit contains a Fan Coil Radiator (Figure 2) and a fan that blows air through the coil and circulates air throughout your Unit. The air filter at the front of this unit (Figure 1) needs to be changed every 3-6 months. The fan coil radiator can be vacuumed when the filter is changed and should be serviced every 3 years.



Figure 1 - Fan Coil Unit



Figure 2 - Fan Coil Radiator

2.3 Service Closet Drain Pan: In the summer months, condensation from the fan coil collects in a drain pan. The drain pan is located under the fan coil radiator towards the rear of the fan coil unit. This pan should be inspected throughout the summer months and the drain should be cleared at the beginning of the air conditioning season to ensure it's not blocked. Note that a blocked pan or drain will result in a pool of water on the floor below the Fan Coil Unit.

2.4 Unit Thermostats: The thermostats require 2-AAA batteries. Replace them every year or when you see the 'LO' signal on your thermostat. Please refer to Appendix A for instructions on Programming Your Thermostat.

2.5 Bubble Units: This section only applies to the corner Units (mostly 04s) with the large curved windows facing the north-west. These units are equipped with additional radiators under the windows, controlled by one or two valves located in the service closet, that need to be Opened in the heating season and Closed in the summer when the Air Conditioning is operating to prevent condensation. Please refer to Figure 3 and 4 to ensure the correct valve positions.



Figure 3 - Valve(s) OPEN in Winter

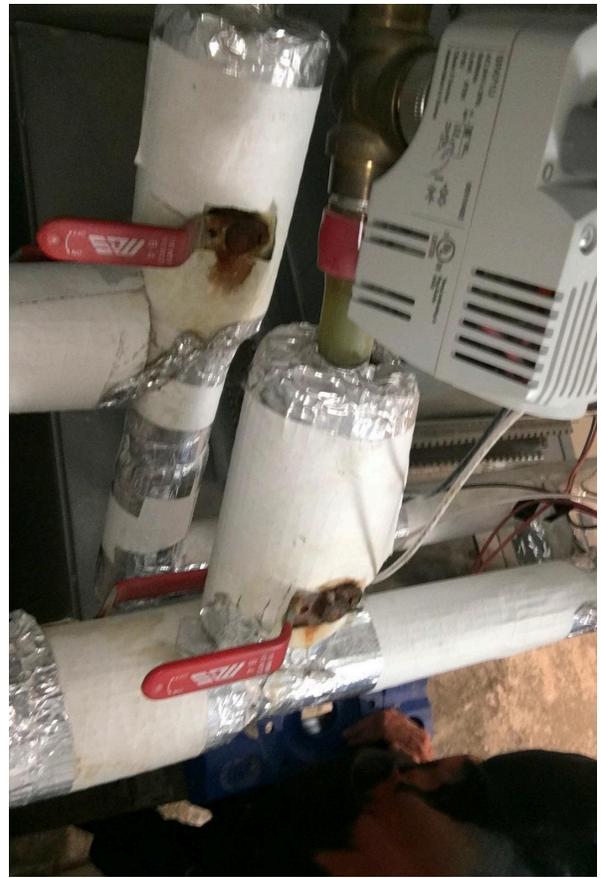


Figure 4 - Valve(s) CLOSED in Summer

3.0 Dryer Ventilation System:

The dryer vents to the outside of the building through a relatively long 4” diameter duct system, including an inline lint filter and Booster Fan.

3.1 Dryer Filters: Your Dryer has two filters – one is in the dryer, usually in the dryer door. The second is inside a metal box above the dryer as shown in Figure 5. Both filters require cleaning every few loads.



Figure 5 - Metal Box with Lint Filter



Figure 6 - Dryer Booster Fan

IF YOU NEGLECT THIS, THE LINT BACKS UP AROUND THE HEATING ELEMENTS AND THERE IS A VERY REAL DANGER OF FIRE.

3.2 Dryer Booster Fan: The Booster Fan, Figure 6, is mounted on the ceiling above your dryer, and is used to increase the airflow in your dryer vent pipe. This fan turns on automatically whenever the dryer is running. If it seems to take a long time for items to dry, this fan should be checked to ensure that it is working properly.

3.3 Check Dryer Booster Fan: The airflow can be tested by removing the lint filter from the metal box above the dryer (Figure 5). While the dryer is running, hold a strip of paper inside the Box opening. The paper should be drawn upwards into the ducting if the fan is working properly. Be careful that the paper doesn't get sucked into the ducting.

4.0 Plumbing Systems:

4.1 Running Water. Toilets are common sources of water wastage with a serious cost to everyone. If you constantly hear running water report it to the Front Desk. The Condo Corporation repairs malfunctioning toilet filler valves and stoppers as a common expense (at no cost to the Owner).



Figure 7 - Toilet with Tank Top Removed

4.2 Toilet Warning: The toilets shall not be used for purposes other than those for which they are constructed. No cat litter, sweepings, garbage, rubbish, rags, ashes, feminine products, or other substances shall be thrown therein. Any cost incurred from damage resulting to them from misuse or from unusual or unreasonable use shall be borne by the owner who, or whose family, guests or visitors, servants, or agents cause it.

4.3 Sink Drains and Leaks: Check under your sink for leaks or signs of water damage from time to time. Verify that there is no dripping or slow leaks coming from the plumbing under the sink.

4.4 Drain Flow Efficiency: To check Drain Flow, close the drain and fill the sink with water. Open the drain and verify that the water drains quickly. It's recommended that residents repeat this with hot water in the kitchen sink once a month. This will help get rid of any grease that has accumulated in the drain.

4.5 Clogged Drains: If your sink is draining very slowly or plugged, Mike Fraser will arrange to have a plumber investigate the problem. You can also call the 24 hour emergency number 613-234-4449 after hours and on weekends. You will not be charged if the source of the blockage is beyond the plumbing within your unit.

4.6 Disposing of Grease and Leftover Foods: DO NOT dump any sort of grease in the kitchen drains or toilets. Grease congeals and causes blockages that cost everyone. After cooking with oils, dump them in an empty can or container, let it cool and bag it for the garbage.

4.7 Low Water Pressure: Please contact Mike Fraser to investigate if the water pressure is low in all of your sinks, showers, and bathtubs. If the pressure is low in only one of these places, the faucet is likely the problem. In 90% of cases, the aerator (mesh) at the end of the spout has accumulated debris and can be easily cleaned. Simply unscrew the aerator, remove and clean all of the screens and washers, then reassemble. If that doesn't work, call your favourite plumber or handyman at the owner's expense.

4.8 Water Shut Off: The water shut off valves (Hot and Cold) in Figure 8, are usually located in the Service Closet. Locate these 2 valves and test turning them Off and On. It is important to know how to do this in case of an emergency water overflow problem. It is also a good idea to turn the water off if you are going to be away for a number of days.



Figure 8 - Hot and Cold Water Shut OFF Valves

5.0 Fire Alarms:

5.1 Central Fire Alarm. Each unit is equipped with a building-wide integrated network of cone-shaped smoke/fire detectors shown in Figure 9. All bedrooms and living areas include a ceiling mounted alarm/speaker shown in Figure 10, to sound central alarms, and to broadcast announcements. The installation and maintenance of such equipment which is hard wired into the units is the responsibility of the Corporation. Unit residents are not under any circumstance to attempt to disconnect, modify, paint, or repair this equipment. Once a year, upon notification, our Fire System Company inspects all installations for compliance.



Figure 9 - Smoke/Fire Detector



Figure 10 - Alarm/Speaker



Figure 11 - Alarm Mute

5.2 Alarm Sound Mute: The Alarm is designed to be loud enough to wake someone from a deep sleep. However the level can be temporarily reduced by placing one finger across the two contact points on the Alarm Mute shown in Figure 11, usually located in the kitchen/living area.

5.3 Smoke Detector: Each unit is also equipped with one or more disc-shaped unit-only smoke detectors shown in Figure 12, which is/are the responsibility of the unit owner. These smoke detectors are required by law to keep in working condition. Our fire inspectors will also test these units and replace as necessary at the Unit owners expense. Owners should test these units as part of the Spring and Fall checklist. Note that many Smoke Detectors can be temporarily silenced by pushing the reset button on the face of the unit.

200 Rideau Owner's Spring and Fall Check List

Unit No:	Check:	Date:	Comment:
2.2a Replace Fan Coil Air Filter every 3-6 months.			
2.2b Has the Fan Coil been checked in the past 3 years?			
2.3 Check Fan Coil Drain Pan when the Air conditioning is on.			
2.5 Open or Close Bubble Unit Valves as required.			
3.1a Clean Lint Filter located Dryer Door.			
3.1b Clean Lint Filter in the ducting above Dryer.			
3.3 Check Booster Fan Operation as described above.			
4.1a Check Main Toilet Function and verify that it is not leaking.			
4.1b Check En-suite Toilet Function and verify that it is not leaking.			
4.3 Check for Leaks or sweating pipes under all Sinks.			
4.4 Check Water Flow Drain from all Sinks.			
4.7 Check Drain Flow Pressure from all Faucets			
4.8 Shut the water OFF then back ON for practice.			
5.3 Test Smoke Detectors.			

Appendix A

PROGRAMMING YOUR THERMOSTAT

This will help you plan your thermostat's program to meet your needs. For maximum comfort and efficiency, keep the following guidelines in mind when planning your program.

- When heating (cooling) your building, program the temperatures to be cooler (warmer) when the building is vacant or during periods of low activity.
- During early morning hours, the need for cooling is usually minimal.

Look at the factory preprogrammed times and temperatures shown below. If this program will suit your needs, simply press the RUN button to begin running the factory pre-set program. If you want to change the preprogrammed times and temperatures, follow these steps.

Determine the time periods and temperatures for your weekday and weekend programs. You must program four periods for both the weekday and weekend program. However, you may use the same heating and cooling temperatures for consecutive time periods.

You can choose start times, heating temperatures, and cooling temperatures independently for both weekday and weekend programs (for example, you may select 5:00 AM and 70° as the weekday **1st period heating** start time and temperature, and also choose 7:00 AM and 76° as the weekday **1st period cooling** start time and temperature).

Use the table on the next page to plan your program time periods and the temperatures you want during each period. You may also want to look at the sample program table to get an idea of how the thermostat can be programmed.

SAMPLE: Heating/Cooling Schedule Plan (Factory Program)

	Period	Weekday (5 Day)		Weekend (2 Day)	
		Start time	Temperature	Start Time	Temperature
H E A T	1st	6:00 AM	21 C	7:00 AM	21 C
	2nd	8:00 AM	18 C	10:00 AM	18 C
	3rd	5:00 PM	21 C	4:00 PM	21 C
	4th	10:00 PM	18 C	11:00 PM	18 C
C O O L	1st	6:00 AM	23 C	7:00 AM	23 C
	2nd	8:00 AM	25 C	10:00 AM	25 C
	3rd	5:00 PM	23 C	4:00 PM	23 C
	4th	10:00 PM	25 C	11:00 PM	25 C

Entering Your Program

Follow these steps to enter the heating and cooling programs you have selected.

Set Current Time and Day

1. Press the TIME button once. The display will show the hour only.

EXAMPLE: 12: pm

2. Press and hold either the ^ or v Arrow key until you reach the correct hour and AM/PM designation (**AM** begins at midnight; **PM** begins at noon).

3. Press TIME once. The display window will show the minutes only.

EXAMPLE: :01

4. Press and hold either ^ or v Arrow key until you reach the correct minutes.

5. Press TIME once. The display will show the day of the week.

6. Press the ^ or v Arrow key until you reach the current day of the week.

7. Press RUN once. The display will show the correct time and room temperature alternately.

Enter Heating Program

1. Move the SYSTEM switch to **HEAT**.
2. Press PRGM once. "A" (indicating weekday program) will appear in the display. Also displayed are the currently programmed start time for the **1st heating** period and the currently programmed temperature (flashing)

EXAMPLE: MO TU WE TH FR

6:00 AM 21C

3. This display window shows that for the 1st weekday period, the start time is 6:00 AM, and 21 C is the programmed temperature (this example reflects factory preprogramming).
4. Press the ^ or v Arrow key to change the displayed temperature to your selected temperature for the 1st heating program period.
5. Press TIME once (the programmed time will flash). Press the ^ or v Arrow key until your selected time appears. The time will change in 15 minute increments. When your selected time is displayed, press TIME again to return to the change temperature mode.
6. Press PRGM once. The currently programmed start time and set-point temperature for the **2nd heating** program period will appear.
7. Repeat steps 4 and 5 to select the start time and heating temperature for the 2nd heating program period.
8. Repeat steps 4 through 6 for the 3rd and 4th heating program periods. Weekday heating programs are now complete.
9. Press PRGM once. "**SA SU**" (indicating weekend program) will appear in the display, along with the start time for the 1st heating period and the currently programmed temperature.
10. Repeat steps 4 through 8 to complete weekend heating programming.
11. When you have completed entering your heating program, press RUN.

Enter Cooling Program

Once the notification is posted that the building systems have been changed over to cooling:

1. Move SYSTEM switch to **COOL** position.
2. Follow the procedure for entering your heating program, using your selected cooling times and temperatures.



Figure 9 - Thermostat