

# The roommate Guidebook

**Read this or be prepared to get a paddling**



**No seriously, read this for the lowdown  
on everything you need to know** •Summer 2024

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**Seriously, how many pages?!**

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# The Basics

# Introduction

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## The Basics

Hello,

**Welcome to my home!** I am happy to have you here, and I hope you enjoy your time in Port Alberni and the surrounding areas. I've put together this little **guidebook** for you to help answer **all of those little questions** that I sometimes forget to go over, aren't here to be asked, or maybe you're just too shy to ask – even if I am here.

I am **Mel**. I rent out one of the spare rooms upstairs. There is a hall bathroom that is directly beside your bathroom that is just for you. I have **one permanent indoor only cat**. She is a very friendly kitty, who will force her love and affection onto you. I also foster for a local rescue. You can learn more about them in **The Basics** section of this guide.

We are located in the City of Port Alberni limits but just enough outside of the busy area to enjoy some peacefulness. As far as your basic amenities go, there are multiple grocery stores here, **Walmart, Save-On Foods, Quality Foods, Buy-Low Foods, Tyler's No Frills** as well as a lot of small independent stores. There are multiple gas stations, 2 **Petro-Canada's, Shell, 3 Alberni Co-op's, Husky, Esso, Mobil, and Circle K**. Port Alberni tends to be a few cents higher than Nanaimo, so if you commute to work, you may find that you get a better deal on gas at your destination.

You can find out more about the **City** (<http://www.portalberni.ca>), and more about the business community through the **Chamber of Commerce** (<http://www.albernichamber.ca>).

The local newspaper is **The Alberni Valley News** (<http://www.albernivalleynews.com>), and the local magazine is **The Valley Vibe**. There is one local radio stations as well: **93.3 The Peak** ([www.933thepeak.com](http://www.933thepeak.com)).

There are a wider variety of amenities in Nanaimo, but we will cover Port Alberni in the Amenities section. For now, get yourself settled, and browse through this guide at your leisure. Let me know if you need any help settling in.

Mel

# Paying Rent

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## The Basics

Your rent is **due no later than the first of each month**. If you would like to pay via e-transfer, please use my e-mail address below. If you would like to use cash, please give it directly to myself. If you are **late with your rent**, you will be served with a **late fee, as well as a 5 day notice to vacate**. The notice will be rescinded if your rent is paid within that 5 day period. If you are late on your rent three times, you will be given your notice to vacate – either 5 days or the end of your current paid rental period, **whichever is longer**.

If you need to reach me, my **contact information** is listed below. In the unlikely event of a medical emergency, or a serious emergency arises at the house that I should know about and you can't reach me, my **emergency contacts** are also listed below.

### 1. Melissa Tardif

Text/Tel: 250-755-6124  
Email: modernmel16@gmail.com

#### a. Emergency Contacts



# Legalities

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## **The Basics**

You will have signed and dated a room rental agreement prior to moving in. Please refer to agreement for any legal questions.

# House Key & Common Space

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## The Basics

### 1. Where is my house key?

First things first – you’d probably like to have a key to the house. No problem, except you don’t get one! Instead, you get a **code**. I will set you up with a code to the front door. It will be yours and yours only. You get to choose it, so don’t forget it, because there’s nothing quite like getting locked out of your new digs, in an unfamiliar area, waiting for someone you don’t know very well to let you in. Nobody wants to do that! To come in, put in your code, and then press the check mark located in the bottom right of the keypad. Make sure to lock the door behind you.

### 2. Do I need to lock the front door every time I use it?

**Yes.** Leaving the house? To lock the door from the outside all you have to do is press the button Yale. Listen and check to make sure it is locked before walking away. Just got home? Turn the knob on the inside to the lock position. You may also need to pull/push the door closed when locking to ensure the lock goes into place.

### 3. Which rooms are common space?

The **kitchen, dining area, small entry closet, and back yard** are considered common space. So is the **laundry room**.

### 4. Is there any space private or off limits?

My bedroom, my office, my bathrooms, living room, and my storage buildings/areas are all private.

### 5. Is there anything else I should know?

Please make every effort to **turn off appliances and equipment** when you’re **finished using** them. We don’t want to run the hydro bill up any more than necessary! As for lights, these are on smart switches and we turn them off at night. If you are ever caught in a situation where the lights are turned off on you, just make your way to a switch and turn them on. But then please turn those lights off before leaving that space. Try not to turn on the upstairs hallway light when I am in bed. The lights can **reflect and shine into my bedroom**. Also, the cat can **NEVER** ever go outside under any circumstances. Please ensure this at all costs.

# Mail Delivery

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## The Basics

### 1. What is the address?

Since I've already left you in the dark ages wanting lights turned off at night, you'd probably like to know **how to get your mail delivered**. Yes, actual letters in envelopes. It still happens!

**5576 Swallow Drive  
Port Alberni, BC V9Y 7H1**

### 2. How do I get my mail forwarded here from my last place?

If you're coming here from somewhere else and need to forward your mail, you can set that up online with Canada Post. ([www.canadapost.ca](http://www.canadapost.ca))

### 3. When does mail get delivered?

Now, a smartly dressed mail carrier is not going to ride up on a pony and hand-deliver it – mail is delivered to the **community mailbox** just around the corner on Josephine. For security and privacy reasons, only I have a key to open the box. Mail delivery varies between 10am and 2pm, and I pick it up every single day after work. You can **expect mail to arrive in the house between 5pm and 6pm** most weekdays. If you're expecting something urgently, just let me know, and I'll make every effort to make sure it gets to you quickly.

Some packages will be delivered to the community mailbox; others will be delivered right to the door. This delivery generally **happens between 10am and 3pm**. I receive a number of packages quite regularly, and anyone that is at home can sign for packages at the door, even if the package isn't for them. If no-one is home, a delivery notice will be left to **pick up the package after 1pm on the following business day**:

**Port Alberni Canada Post**  
3555 Johnston Rd #601  
Port Alberni, BC  
*Monday – Friday: 8:30am – 5:00pm*

In order to pick up a package here, you must have either:

- Photo ID with your name and our address (*such as a driver's license*);
- Photo ID with your name and a utility bill (*such as your cellphone*) with our address.



# Mail Delivery

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## The Basics

If you do not have either one of those things, I may be able to pick it up for you...for a price. I accept chocolate, or bribes, or both. I'm not picky. However, I do have a very busy schedule, so you may have to wait until I'm able to get there, which could be some time, and you may end up losing your parcel over it. Hmmmm. Maybe you should grab it.

### 4. Where do I get my mail?

I leave all incoming mail for you on the front bench.

### 5. How do I send mail?

If you want to **send a letter** and already have it stamped, you can **drop it off in the community mailbox**. If you want to send anything larger than that, you will need to go to a post office location.

### 6. How do I receive a delivery from a courier?

Couriers (*FedEx, UPS, Dynamex, Purolator, etc.*) have pickup locations and delivery times that differ from both Canada Post and each other. Make sure that someone is home to receive your package if it is arriving by courier.

### 1. Where do I park my car?

If you are bringing a car with you, please park it in **the gravel driveway beside the driveway** (vehicle's tires must be close to the wood on edge of property to fit all vehicles in driveway). **Do not park in the paved driveway.**

If you have a visitor, you can have them **park in front of the property**. Make sure they don't block the neighbour or our driveway. There are no parking restrictions on the streets here, you are free to park on the street whenever you want for however long you want, as long as you do not block any driveways. The neighbor beside us is crabby if you park in front of their house, though.

### 2. I have a bicycle/scooter, where do I store it?

You can store your bike/scooter in the backyard **beside the back shed** in between the shed and the fence out of view. You may need to **invest in a cover** to **protect your bike/scooter** from the elements.

### 3. I have a motorcycle; can I store it in the garage?

Unfortunately, **no you may not**. There is a swim spa in there and many other items stored in the garage, and there is **no more room available** for any vehicles. If you really, really, really want to store it in the garage I may be able to arrange with you based on a very large monthly fee. It costs money to convince me to find a home for all my other items.

# Noise & Visitors

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## The Basics

### 1. Am I allowed to have visitors over?

Not really! Out of **respect**, I ask that you **limit having visitors** over to a **maximum of once a week** in the **backyard only**.

### 2. Am I allowed to have overnight visitors over?

No, sorry! Have a girlfriend/boyfriend/spouse/partner/etc? We ask that you go to their homes for overnight stays.

### 3. Let's talk about noise...

This is a house full of early risers (aka me), especially on week days. If you're the night owl type, that's not a problem for me – but **noise can be a problem** both upstairs and down. I try to have a house rule of **no excessive noise after 10pm Sunday through Thursday night**, and **no excessive noise after 11pm on Friday and Saturday nights**. By noise, we mean cooking yourself a huge smelly gourmet meal at midnight, watching the TV and/or listening to music at super high volumes, etc. If you're awake, **simply be mindful and respectful** of your fellow housemates, especially as almost all of them have to **get up early in the morning** for work.

I'm not saying don't use the common spaces at night – for example, if you're starving and need a snack, grab something that isn't going to smell or make a bunch of noise carried to the upstairs. Easy! As for noise in your bedroom, I don't hear most normal volume things from over there so having tv or music on at a regular volume with your door closed is totally okay. ☺

### 1. Can I bring a cat/dog with me?

Probably not, but this is something we can negotiate. No animals allowed without consent. I love animals, but I already have an old lady cat in the house. Having another animal may cause extra strain on the house in many ways, so I will need to take that into consideration when negotiating terms and fees surrounding this. I may consider an animal that is located solely in your bedroom that is caged.

### 2. Can you introduce me to the animals?

You've **probably already been claimed** by her. I have one **indoor only cat** – who is hairless. Her name is ***Dirty Girl***. **Under no circumstances is she allowed outside.** Please take care when you're coming and going not to leave any outside doors open. She does love to try sneaking through open doors, and taking advantage of newcomers. **If she does escape, let me know immediately and take any actions needed to rectify this.** The severity of your beating will be directly related to how long they stay outside for...☺ ☺



***Dirty Girl*** (Right)

I have had roommates in the past who have gotten on really well with Dirty Girl, so she will attempt to follow you into your room, or sneak into your room when you aren't looking. If you don't want her in your room, just keep kicking her out and she'll learn. It helps if you let her walk around and have a good sniff though, so she can understand you're a new person. If you accidentally lock her in your room when you're at work all day, you may come home to an unpleasant surprise, although she is pretty good at holding it. Be diligent. If you love her in your room though, by all means feel free to have her as your companion day or night. If you do forget her and I hear her screaming in your room, I will not hesitate to come and let her out without your permission.

In all seriousness, please be vigilant on doors leading to outside – hairless cats in particular are not equipped to deal with the outdoors. Immediate eviction and animal cruelty charges will be served if she is let out on purpose as she cannot

survive outdoors.

Dirty Girl gets a regular wash and her claws trimmed regularly but she does get dirty easily and can get a sharp nail here and there, so just know she may get a nail stuck in your clothes once in a while. She is also very old and fragile so please be careful when stepping around the house as not to accidentally kick her or step on her.

I also foster kittens (who may come with a mom depending on their age) periodically through-out the year. I have built an entire cat foster room where they will spend the majority of their time. Once they are healthy and more socialized I do allow them to wander the house when I am home. I usually recommend keeping your bedroom door closed when they are out as kittens have a habit of ruining furniture and belongings (just look at my once beautiful dining chairs ☹️). Please feel free to visit these little ones whenever you like in their foster room as the more they get socialized the better. There is a tv and sitting area just in case you want to get comfortable while they run all over you.

# Cigarettes, Drugs & Alcohol

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## The Basics

### 1. Can I smoke cigarettes or marijuana on the property?

If you are a smoker, you may smoke **cigarettes only on the back deck**. I have a very strong preference for no smoking but understand that some people can't help but to kill themselves slowly. Make sure that the **living room windows and sliding doors are shut** when you do, as **no one else smokes in this house** and they shouldn't have to breathe in your bad habit. Also, make sure you vent yourself really well before coming in so you do not smell of smoke. If you are a smelly smoker and you smell of smoke when coming in causing me to live uncomfortably, you will be evicted. You must provide your own receptacle for **disposing your butts**. A few roommates in the past have used empty wine bottles.

If you smoke marijuana, I ask respectfully that you **not smoke it on the property**. I don't have a big problem with it personally. However, we have neighbours that are not friendly to it, a police officer as a neighbour, and I would rather not have the smell come into my home. If you can do it and be **discrete and respectful** to both your housemate and our neighbours, **I won't stop you**. But please be completely aired out prior to coming into the house. The smell is not acceptable in the house. If it **causes any issues**, you will be asked to **take it elsewhere**.

Please do not smoke anything of any kind **in the house**.

### 2. What about other drugs?

I have **zero tolerance** for any other recreational or hard drug use on the property. You will be given **an immediate or 3 day notice to vacate** if you are found to be using drugs in the house or on the property, depending on the situation.

### 3. How about alcohol?

I have **no problems with respectful and safe** alcohol consumption, provided you are of **legal age** to be doing so. I have **zero tolerance** for **underage drinking**.

There are a very wide variety of glasses for alcoholic beverages on the **top shelf of the glassware cupboard**, and a wide variety of shot glasses on the upper shelf of the corner cupboard beside the sink. Please make sure you **recycle your cans and bottles**, remembering to rinse them completely out first.

# Cleanliness

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## The Basics

As we all share the house, we all **share the responsibility** for keeping the common space clean and tidy for everyone. **If you make a mess, clean it up!** There is a cleaning kit **under the kitchen sink**, and **in the cupboards in the laundry room**, and both kits contain everything you need. I should not be expected to be **cleaning up anyone else's mess**. If you make a mess on the floor, you are expected to clean it. There is a vacuum in the upstairs office closet as well as a mop and bucket in the garage. You **MUST** keep areas clean, tidy, and wiped at all times. Spill crumbs? Clean it! Spill a drink? Clean it! Simple! Every single time you use the kitchen, please clean the counters. A lot of people think they haven't made a mess, but they have. Be diligent and clean up after using the space. This includes the backsplash when cooking and appliances when used. Using the dining room table? Wipe it with windex afterwards as it gets fingerprints easily.

The hall bathroom is **your responsibility** to keep clean and you are expected to clean it minimally once a week. You are responsible for keeping the **carpet in your room vacuumed**, and all other aspects of your **room clean**. It will be much easier for you on move out day if you do the regular clean. If you have a furnished room, you are also responsible for keeping your furniture clean, tidy, and in good condition. If dirt sits (especially in a toilet) it may become permanent which means you'll be replacing it at the end of your stay. If you are sharing the bathroom, set up a schedule with the other person for equal and fair cleaning.

There is a **small closet** in the entry for your coats and shoes. No outside shoes are allowed to be worn in this house, ever. If you have strictly inside house shoes that never go outside (including the deck), they can be used indoors as long as they are clean, do not leave marks or dirtiness on the floor, and are never used outside. Socks are a preference to be worn in the house. If you enjoy bare feet, you may find yourself responsible for cleaning the floors as oily feet leave marks.

If you have not cleaned up after yourself and I have to clean up your mess, you **will be charged** \$30 per hour for me cleaning up the mess. Be diligent and always clean up after yourself completely. Failure to pay the \$30 per hour charge results in eviction. So it's just easier to clean up after yourself and not risk that. ☺

### 1. Is there a vacuum available?

Absolutely! It's **in the upstairs spare bedroom closet**. It's a canister vacuum, which means it does not use any bags. When the canister is full, **take it off and empty it into a garbage bag**.

### 2. Is there a carpet shampooer available?

Absolutely! It is **stored in the garage**. Let me know if you need to use it whether mid-renting or during move-out. I can show you how it works.

### 3. Is there a broom and/or mop available?

Absolutely! The broom is in the **front closet** and the mop and bucket are stored on a **wall rack in the garage**. If you mop the floor, be sure to mop in the **direction of the floorboards**, otherwise it may smear and dry incorrectly. Please do not wear bare feet in the house as they show up with every step. If you do, please mop the floor afterwards. Sometimes after cooking a meal in the kitchen you may need to mop just the kitchen floor. That doesn't mean you have to do all the floors in the house.

### 4. Do you have any eco-friendly or green cleaning products available?

No, I don't. You will be required to supply your own green products. But I will continue to use stronger cleaners in the kitchen and the rest of the house for disinfecting use.

### 5. What about rags?

**Rags** are kept in the **far third drawer in the kitchen island across from sink** and there is always a **roll of paper towel on the kitchen counter**. There are also rags in the cupboards in the laundry room. If we are out of paper towel, there are more rolls available in my pantry cupboard at the bottom.

### 6. Outside use?

Same applies to the outside. If you use it, clean it. If you are eating outside and spill food, you are to clean it up so it does not attract bugs. You can vacuum or sweep it up. Spill anything, wipe it, mop it, or hose it down, yes, even outside. There is a secondary mop for this purpose.

### 7. Other cleaning information?

If you use it, clean it. If you dirty the floors, you will be required to clean the floors. Dirty the walls even....same thing....clean it. Need cleaners? I have basically everything you could ever need or want to make a house sparkle. Don't know how to clean something? Ask. I own a cleaning business as well, so I can definitely offer some insight. If I'm missing a cleaning supply you need, let me know. The expectation is that you keep the house and hall bathroom clean at all times.



# Emergencies

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## The Basics

### **What do I do in an emergency?**

Depending on the kind of emergency, you may start by phoning 911. Then call me to notify me immediately.

### **What if there is a fire?**

Nobody ever wants to think about that, but I care about your safety, so knowing what to do in a fire is important. First thing first is I have multiple smoke alarms on each level of the house. Each bedroom is equipped with its own smoke alarm, as well as a couple of them in the common areas and hallway. I do periodic testing of the smoke alarms and will let you know ahead of time when this would take place. There is also a carbon monoxide alarm in the common area as well. The most important thing to do is make sure you are safe, the second thing to do is to call 911, then call me. If there is a small fire that can be extinguished with a fire extinguisher, the fire extinguishers are located under the sink in the kitchen or under the BBQ outside. Follow the instructions on the fire extinguisher. There is also a fire blanket under the sink that could be used in a small kitchen fire. Call 911 even after extinguishing the flames to ensure that no fire restarts. There are exit instructions on the inside of your bedroom by your door similar to the “you are here” information in a hotel that gives you information on exit points in the home should there be a large uncontrollable fire. If you see the cat on your way out, please grab her and save her life. I’m not asking you to risk your life saving her, but don’t pass her by either. She matters.

# The Common Spaces

# The Kitchen

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## The Common Spaces

### 1. Can I use the kitchen?

Of course you can! But I don't want a kitchen warrior that uses the kitchen all the time or leaves any type of mess whatsoever, so you will need to be highly respectful when using it.

### 2. Where do I put my stuff?

My kitchen is filled with all of the pots, pans, dishware, cutlery, gizmos, gadgets, and appliances that you would expect to be in a kitchen. You are welcome to use almost all of them. The junk drawers aren't for your use though, unless you need to just borrow a pen. Also, please do not use anything that is disposable or are for one-time use, this includes baggies, saran wrap, spices, napkins, straws, etc. You are responsible to supply your own items for those uses. If you do use dishes/pots/etc and you end up damaging them or breaking them, you will be responsible for their replacement. If you have your own cookware or other items, you are welcome to use them instead -- however, your **cookware must be suitable for induction stovetop** burners. These are special made pots for a specific type of stovetop. If you are comfortable with anyone using your cookware and utensils, you may store them in the cupboards if you find room – otherwise, please store them in your kitchen space or your room.

- a. There are two cupboard doors to the **left of the stove and two above the stove**. You may use these cupboards to store your food and other kitchen items.
- b. In the **fridge**, you may claim the **right drawer, right shelves, and right door shelves** for your items. If you need more room you can use the lowest right side of the fridge as well.
- c. In the **freezer**, you may use the **right left side** to store your items. If you put things on the other shelves, you may or may not ever see them again.  
😊

### 2. How do I use the stove/oven?

Welcome to your cooking hub!

The stove is an induction range glass cooktop. This means you must only use induction cookware on it. The glass cooktop can easily scratch so always be careful when placing things on top of it. When you are cooking on it you will see the heat level displayed on the top. Inductions do heat up more quickly so no need to leave water to boil for as long as you're used to. Once you are done cooking and you turn off the heat, there will be an H displayed on the top to indicate the stovetop is still hot. Once the H has turned off, the top can be cleaned using

windex and paper towel. A magic eraser could be used for any staining prior to cleaning it with windex and paper towel.

The oven is a fan convection oven which allows a fan to distribute heat all around the oven to keep the temperature more constant. There are many pans available to use for the oven located in the lower cupboards in the island. There is a timer and a cook time if you are needing to time your cooking more accurately.

### 3. How do I use the dishwasher?

We have someone in the house who has a bit of a **germ phobia**, and it's me. 😊 So I don't wash dishes by hand – I use the dishwasher. You must wash pots and pans by hand though, as long as you use really hot water. The pots are not dishwasher safe so cannot go in the dishwasher. When the dishwasher is full or almost full, whoever puts the last dishes in starts the wash. With a busy kitchen, that is generally a couple days a week. Dishes **do need to be completely rinsed** before going in the dishwasher. If dishes go in with food on them, the dishwasher will fuse it to the dish. It's a jerk. Plus, no one wants to smell rotten food in the dishwasher. Fully rinse all dishes completely. Please load the dishwasher from back to front and do not clump the utensils together. No one should have to reach over dirty dishes to load the dishwasher because you were too lazy to load it properly. The dishwasher is to be kept closed at all times. This is because when it is being used, it will open itself up slightly to show the dishes are clean. This keeps from any misunderstandings happening about whether the dishes have been washed or not. If you see it slightly open, do not add dirty dishes to the clean dishes.

The **dishwasher pods are in a container under the sink**. Open the dishwasher door, and then open the little door on the left. Put a pod in, **colour side up**, and then shut the little door. Make sure the little door clicks shut – if it doesn't, the pod won't dissolve, and then gets stuck in the dishwasher.

To **access the controls**, open the door, and you'll find them on the **top**. It is preprogrammed for the quick cycle. We prefer that it stays on this cycle. The wash takes approximately 1 hour. You will press the far-left power button to turn it on. Then you will do a quick press on the start button on the right-hand side. If you open the dishwasher mid-cycle you will need to press "**Start**" for the cycle to finish.

When the dishwasher is finished it will open slightly. Do not add dirty dishes to clean dishes. Do not leave dishes in sink if dishwasher is in operation or is clean. If you see it open, put the dishes away. Wash your hands before putting dishes away. Do not reclose the dishwasher, walk away and pretend you didn't see it.

# The Kitchen

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## The Common Spaces

### 4. Do you have a barbeque?

Yes, I do, in the outdoor kitchen – but I ask that you don't use it without permission. If you are a BBQ warrior and really want to, we can chat about it and the requirements needed to use it.

### 5. How do you deal with Garbage, Recycle, & Compost?

- a. There is a **black garbage can** in the kitchen beside the pantry. This bin is **only for garbage, not recyclables**. When the bag is full, it gets taken and placed **in the garage without tying it up**. The garbage bags are **under the kitchen sink**. It's expected that if the bag is full, someone changes the bag, whether it's you or us.
- b. When throwing away any food, please use decomposable baggies to put the food in first. No-one should have to smell rotting food. Put all food in the baggy and seal closed. Baggies are in the drawer in the island closest to the fridge/stove.
- c. Recyclable items **must be washed, rinsed**, and/or broken down, and can be **placed in the recycling cupboard in the island**. **Styrofoam, film plastic, and glass bottles** are not considered recyclable items here, so do not put them in the recycle bin. If you do not rinse them, I will charge you for the time taken to rinse them after being put in there.
- d. The **pickup schedule** rotates with one week being garbage and the next week being recyclables.

### 6. What are my/your cleaning responsibilities?

**If you use it, clean it!** I keep a very clean kitchen, which is imperative with the number of people who use it daily to make their meals. There is a **cleaning kit under the sink** which has everything you need to keep the kitchen spotless. If it's not there, ask me for more. If I have to clean up after you at any time, I charge \$30 an hour for cleaning with a 1 hour minimum.

# The Kitchen

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## The Common Spaces

There is always a roll of **paper towel** on the counter, and there are **rags** in the **drawer in the kitchen and laundry room**. Do not overuse the paper towel as it is expensive and you will be required to supply your own if you do. There are **Magic Erasers** in the kit that can be used to clean hard-to-remove stains and gunk from the stovetop, the countertops, and the sink. If you've never used a Magic Eraser before, they need to be wet in order to work properly. **Windex** polishes up the **chrome fixtures** such as the faucet and appliances, and cleans glass surfaces such as the dining table and stove. There is a bottle of **Mr. Clean** (not marked, but is yellow) with water and windex which are both suitable as cleaners for any of the kitchen surfaces, other than stainless steel. (*Note: If you need to clean the fronts of any of the stainless steel appliances, **do not use anything abrasive**, like a scrubby sponge. They will permanently scratch the surface. If you're unsure, just ask.*) **DO NOT USE** any bleach product or scrubbing bubbles on the granite countertop. It will permanently stain. You don't want to be replacing granite! Rinse the sink out after use as this is also granite and can stain. If you fill the sink drain catcher with food, please wipe it out with paper towel into the garbage.

After you have finished using the kitchen, please **ensure it is clean** for the next person. **Dishes do not get left in the sink**, and pots and pans **do not get left on the stove or counter**. The pots and pans are not dishwasher safe and must be washed by hand with hot water. You can leave it temporarily tidy while you eat and do the final clean after you eat your food. Nobody wants to eat cold food!

It is also your responsibility to keep your cupboard and fridge shelves clean as well. Do not leave old food in the fridge to spoil. This attracts fruit flies. If you spill something onto the floor, remember that there is a **broom** in the entry closet, as well as a **mop and bucket** in the garage. Bread crumbs fall on the ground? Vacuum or sweep them. Simple, easy, and clean. Always check out the floor before leaving the kitchen.

If you splash something on the backsplash or cupboard, please wipe it clean. No mess is ever left.

When cooking a meal, please be respectful of any smells that are created from this. Use the fan above the stove, and/or open the kitchen window. Just remember to close the windows once the smell has left. There are people in the house with scent sensitivities, so just always be aware of this. If the smell of the food is too strong or is found absorbed into fabrics and clothing you will be asked not to cook those meals.

# The Laundry Room

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## The Common Spaces

The washer and dryer get a lot of use, and it's **all about communication**. Need to wash your clothes? Do it! With some exceptions. Is someone else's wash finished and waiting for the dryer? Switch it! Is the dryer finished with someone else's load, and you need to use it? Empty the dryer into their laundry basket, or leave it on top of the dryer. Do not do your laundry at night or when I am in bed as I can hear it perfectly in my bedroom. Sometimes I have to do laundry at night, but I try not to.

You will need to **supply your own liquid laundry detergent** and **dryer sheets**.

### 1. How do I use the washer?

Open the **drawer on the left hand side**, and put your laundry detergent in. Be sure **not to fill it past** the "Max" line.

Turn the machine on by pressing the "**Power**" button. **Turn the dial** to your desired setting, and press the "**Play/Pause**" button. *(Make sure your clothes are actually in the machine of course. ☺)*. I use **quick wash** as this takes approximately 40-50 minutes. Don't be fooled by the 33 minutes it says as it will sit on numerous numbers for 5-10 minutes without moving down. If you need particular settings for your clothes, use the buttons in the middle to change the temperature, spin speed, soil level, etc. There is also an "**Extra Rinse**" setting in the middle. It adds four minutes to the cycle. I ask you to try not to use the long settings (normal setting takes 2+ hours) as this ties up the washer for others use and I may have to restrict use then.



# The Laundry Room

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## The Common Spaces

### 2. How do I use the dryer?

Turn the machine on by pressing the “**Power**” button. **Turn the dial** to your desired setting, and press the “**Play/Pause**” button. *(Make sure your clothes are actually in the machine of course. ☺)* The “quick” setting takes 30 minutes, but may shut off sooner if it senses your clothes are dry. If you have a large load you may want to use the “timer” setting and choose up to an hour of drying. If you need particular settings for your clothes, use the buttons on the right hand side to change the dry level, time, and temperature.

Don’t forget to **clean the lint trap** at the **bottom of the door frame** once your load has finished drying. There is a small garbage can to the left of the washing machine to discard your used dryer sheet and lint.

### 3. Is there an iron?

Well, there technically is, but I’ve used it for applications in construction, so you won’t want to use it on your clothes. So, lets just say no, for the safety of your clothes.

### 4. Can I store my laundry supplies in the laundry room?

Unfortunately, there is no room in the laundry room for your laundry supplies. You may want to store your laundry supplies **in your room or your bathroom**. You are responsible for purchasing your own laundry detergent and sheets. Do not use my laundry detergent or dryer sheets.

# The Living Room

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## **The Common Spaces**

The living room is off limit unless you want to join in on a show I am watching. You can go in there to pet the cat and whatnot but hanging out in there is discouraged as it's my space. I've supplied you with a TV in your room, so you're not missing much other than a different location.

# Your Bedroom

# General Bedroom Information

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## Your Bedroom

Look at you, you've been the lucky one picked. Now you're in your room, looking around and wondering a little bit more about the space. Don't worry, I won't leave you hanging.

### **What kind of storage do I have?**

I understand you come with things so I have tried to give you as much storage space in your room and other areas as I can. In your bedroom there is a dresser that offers plenty of room for clothes and personal items. The closet is a walk-in and offers shelves for any other items. For small items there are 2 nightstands each with 2 drawers. In the bathroom there are multiple drawers and cupboards that are just for you. You also have the designated cupboards in the kitchen, as well as the shelf in the fridge and freezer for your food. If you need additional storage of items, whether inside the house, in the garage, or in the yard, this may be available, but there may be an additional fee attached to it.

### **What is the wi-fi password?**

What is life without wi-fi? I don't think you or anyone else wants to know that answer. The wi-fi password is usually on a sticky note on the front of this book. If it's not there, just ask, I'll be happy to give it to you.

### **Can I use candles in my bedroom?**

Unfortunately, there are no candles allowed to be lit in the house. If you would like to keep them for decorations, unlit, then fill your boots. I know this seems like a ridiculous rule, but how would you like it if you got woken up to a fire in the house due to someone falling asleep and knocking a candle over. Not a way I'd like to lose my belongings or my life, personally.

### **How do I operate the blinds?**

I have installed smart blinds in my house that are both operational with a remote or by app on the phone. This bedroom shares a remote to use for operating the blind with the office upstairs. You will need to make sure you're on setting 2 on the top part of the remote. Then just click the up or down arrow to move it up or down. If it stops working at any time, the batteries may need to be replaced in the remote or the blinds themselves may need to be plugged in and charged. You will need to obtain the remote from the office to open/close your blinds and then place it back in the office.

# Bedroom Entertainment

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## **Your Bedroom**

### **TV**

Your bedroom is equipped with a Smart TV. The instruction manuals for these are at the end of this guide in the little pocket, but here are a few points in case you don't want to pull those out.

#### **How do I operate the TV?**

I'm hoping you've used a tv before so I don't have to get into too much detail. Start by pressing the power button. Then you can choose the input you want to use. You can log into your Netflix, Prime, or other streaming service you wish to use. I do not have cable. If you would like to order cable, you are welcome to do that and pay 100% of the fee associated with it.

#### **What if I want to listen to my TV loudly?**

Nobody wants to hear your tv show and you probably don't want to hear anyone else's, so if you like it loud, it may be best to use the headphones. If you listen to your tv at a regular volume, there should be no issues at all with noise.

# Bedroom Temperature

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**Your Bedroom**

## **I'm warm, what do I do?**

Sometimes the summers here are smoking hot and you just feel like melting. I have central air conditioning but I ask you never to adjust any settings. I typically keep the house pretty cool so I doubt there will be any complaints. Usually opening up the window offers enough breeze that you don't feel like you're suffocating. If the heat is caused by the programmed thermostat, then closing your vent located in the ceiling will usually keep the heat away.

# The Hall Bathroom

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Your bedroom

The hall bathroom is **your responsibility** to keep clean and you are expected to keep it cleaned. There is a minimum expectation of a weekly clean, as well as keeping it tidy at all times. I expect that you will keep your bathroom as clean as you found it when you arrived. I'm not a monster, so I don't expect you to be deep cleaning your bathroom on a daily basis or anything, but I do expect it to be useably clean and tidy. There is a **cleaning kit in the laundry room** that contains everything you need to keep the bathroom spotless and sanitary. There are also cleaning supplies in the kitchen if needed or if you have run out.

## 1. The Shower/tub

You will want to pay the most attention to cleaning the shower. It doesn't take long for it to get really dirty and become a bigger job than you want it to be. There is a bottle of **Scrubbing Bubbles** and **Magic Erasers** in the **cleaning kit** that will make your life easier. Spray the Scrubbing Bubbles, wet a magic eraser, wait a few minutes, and the dirt around the tub will **wipe right off**. It only takes a few minutes every week or twice a week if you keep on top of it. **Windex** polishes up the chrome fixtures. Do not let soap scum sit, you will turn it into a 2-3 hour scrubbing clean.

## 2. The Toilet

There is a bottle of **toilet bowl cleaner** in the **cleaning kit**, and a **toilet bowl scrubber** to the **left of the toilet** beside the sink. Should you have a large meal and find that the toilet bowl has failed you, there is a **plunger** to the **right of the toilet**. ☺ The outside of the toilet, the lid, the seat, and the base can be cleaned with **Fantastik**, **Mr Clean**, or **Scrubbing Bubbles**. If you pee standing up, be aware of the mess that makes and be prepared to clean accordingly. And don't forget to clean the sides and behind the toilet as well. ☺

## 3. The Sink

**Windex** polishes up the **faucet**, and **magic erasers** make quick work of the **sink bowl**. **Mr. Clean** work for the **countertop**. **DO NOT USE** any bleach, scrubbing bubbles, or anything containing bleach on the countertop as it will stain. Do not even place a bottle of cleaner on it. You don't want to be replacing granite.

## 4. Everything Else

The **mirror** and **window** can be cleaned with **Windex**. The cupboard fronts, walls, baseboards, and window sill can be cleaned with **Mr. Clean**. The floor can be cleaned with a mop with Mr. Clean and water. Don't forget there is trim, baseboards, and a door that need to periodically be wiped down with Mr. Clean.

# Moving Out



# General Information

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## Moving Out

Oh my goodness, it feels as if you've just moved in, and now we're already talking about the day you're going to leave. Hopefully you had a lovely time here, and you're moving on to much bigger and more wonderful things!

### 1. How much notice do I have to give?

☐ You need to give your notice on or before **the last day of the current month** in order to move out on the **last day of the following month**. For example, if you give your notice on March 31<sup>st</sup>, you would be moving out on or before 12:00pm on April 30<sup>th</sup>. Move out is always on or before the last day of the month at noon.

### 2. What happens to my code for the door?

☐ It's just a simple delete button for me.

### 3. How will I get any mail that arrives after I leave?

☐ To avoid missing any of your mail, please arrange **mail forwarding** service through **Canada Post** ([www.canadapost.ca](http://www.canadapost.ca)) to your new address approximately 7 days before you leave. Mail that arrives here after you leave is returned to sender.

### 4. Will you give me a reference for my next place?

**Absolutely!** Unless of course you were a crummy roommate – but then you probably wouldn't be asking if you were. ☺

### 5. How do I get my damage deposit back?

After you leave, **your room**, the **hall bathroom**, and **shared kitchen space** will be inspected. If your room is **furnished**, the **condition of the furniture** will also be inspected. If everything on the **move-out checklist** on the following page has been fully completed, and there is **no actual damage**, your damage **deposit will be returned** to you **within 10 days of your departure** by e-transfer.

If any actual **damage is found** or something on the list incompletd, it will be **documented in photographs**, and the cost of **repair/replacement deducted from your deposit**. Receipts will be provided. If any items on the move-out checklist are **not completed**, they will be completed for you at a **cost of \$30 per hour** (+ *cost of supplies* + *GST*) and **deducted from your deposit**.

You may opt to have the **cleaning done for you**, at the same rate, which usually takes **three to five hours**. Lots of people do this as to save them the stress of doing it themselves...plus I am super picky. So if you clean it, it must be done to my standards. The cost will be **deducted from your deposit**. If you want **just the carpet shampooing** done for you, it usually takes **one hour**, and the cost will be **deducted from your deposit**. It can take longer though if you've let anything sit for any amount of time without cleaning it or you've left a mess/stain anywhere. Or it can be faster if you were a neat freak yourself.

Any damage or dirtiness caused by you in the house will be deducted from your damage deposit. If damage equals more than damage deposit, I will be seeking monetary compensation in court.

All areas will be fully inspected and must be cleaned to our standards. If you have questions to what our standards are, please ask.

# Move Out Checklist

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## Moving Out

Complete this checklist **the day of** your move out.

### 1. Bedroom

- ☐ Wipe down entire blinds using a damp cloth.
- ☐ Clean window and windowsill using Windex.
- ☐ Remove any marks on the walls using a wet Magic Eraser. Do not over use or it strips the paint.
- ☐ Wipe down all the walls and trim using a mix of water and Mr. Clean.
- ☐ Wipe down doors inside and outside, including door handles with Mr. Clean.
- ☐ If your room is furnished, wipe down all furniture inside and outside with water and Mr. Clean.
- ☐ If your room is furnished, launder all of the bed linens and leave them folded.
- ☐ Vacuum the floor.
- ☐ Shampoo the floor.

### 2. Hall Bathroom (this may be done day before moving out)

- ☐ Clean inside/outside/behind toilet with toilet cleaner and Fantastik or Mr. Clean.
- ☐ Scrub/clean shower/tub using Scrubbing Bubbles/Mr. Clean and Magic Eraser.
- ☐ Clean and polish shower faucets with Windex.
- ☐ Clean mirror and frame with Windex.
- ☐ Clean sink and countertop with Mr. Clean and then Windex.
- ☐ Clean sink faucet with Windex.
- ☐ Wipe down trim, window sill, door, inside any used cupboards and drawers, front and side of vanity and any marks on the walls with Mr. Clean.
- ☐ Vacuum the floor.
- ☐ Mop the floor with Mr. Clean and water with mop.

### 3. Kitchen

- ☐ Remove all food from fridge and freezer.
- ☐ Wipe down shelf used in fridge and freezer.
- ☐ Remove all food and personal items from cupboards.
- ☐ Wipe down shelves used in cupboard.
- ☐ If microwave was used, clean inside of microwave.

### 4. Other

- ☐ If floor is left with dirt, marks, smudges caused by the move-out, vacuum and mop area.
- ☐ If you used the deck area, anything used must be cleaned.
- ☐ Anything else used in the house by you, must be cleaned by you prior to leaving.

There are **cleaning kits** under the **sink in the kitchen** and **in the laundry room cupboards**. If any of the supplies that you need aren't there, **let me know**. **Buckets are in the garage**, and **rags** are kept in the **cupboard in the laundry room and in the kitchen**.

# Amenities

## Hospitals/Health Centres

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### Amenities

The **West Coast General Hospital** is about 9 minutes away by car and offers an Emergency room, as well as other hospital services.

Emergency Care – 24 hours/7 days a week

#### **West Coast General Hospital**

3949 Port Alberni Hwy

Port Alberni, BC V9Y 4S1

250-731-1370

The **Nanaimo General Hospital** is 65 minutes away and is much larger and provides a full range of medical services.

Front Desk – Monday to Friday 6:30am to 10:00pm and weekends 7:00am to 10:00pm

Urgent Care – 24 hours/7 days a week

#### **Nanaimo General Hospital**

1200 Dufferin Crescent

Nanaimo, BC V9S 2B7

250-755-7691

## Grocery/Gas

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### Amenities

#### **Grocery Stores**

Save-On-Foods

3756 10<sup>th</sup> Ave

250-723-6212

Walmart

3355 Johnston Rd

250-720-0912

Buy-Low Foods

4647 Johnston Rd

250-723-4811

Quality Foods

2943 10<sup>th</sup> Ave

250-723-3397

Tyler's No Frills

3455 Johnston Rd

866-987-6453

## **Gas Stations**

Petro-Canada  
5101 River Rd  
250-724-2626

Petro-Canada  
3908 Redford St  
250-723-1330

Alberni Co-op  
3820 10<sup>th</sup> Ave  
778-421-1707

Chevron  
3714 3<sup>rd</sup> Ave  
250-723-9522

Chevron  
4781 Johnston Rd  
250-720-8959

Alberni Co-op  
4885 Beaver Creek Rd  
250-723-2831

Esso  
3955 Johnston Rd  
250-723-2245

Shell  
3690 Johnston Rd  
250-723-1985

Circle K  
3955 Johnston Rd  
250-723-2245

Mobil  
3455 Johnston Rd  
250-723-5511

Alberni Co-op  
4006 Johnston Rd  
250-724-0008

On the Run  
4781 Johnston Rd  
250-720-8959

## Nearby City Facilities

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### Amenities

City Hall  
4850 Argyle St  
250-723-2146

PEB Building  
4835 Argyle St  
250-720-2835

Bylaw Enforcement  
3075 3<sup>rd</sup> Ave  
250-720-2831

Public Works Yard  
4150 6<sup>th</sup> Ave  
250-720-2840

Echo Aquatic Centre/Community Centre/Library/Museum/Disc Golf  
4255 Wallace St  
250-723-2181

Gyro Youth Centre  
3245 7<sup>th</sup> Ave  
250-723-2181

Visitor Information Centre  
2533 Port Alberni Hwy  
250-724-6535

RCMP  
4444 Morton St  
250-723-2424

Fire Department  
3699 10<sup>th</sup> Ave  
250-724-1351

AV Multiplex  
3737 Roger St  
250-720-2518

Glenwood Centre/Bob Dailey Stadium & Track  
4480 Vimy St

Echo Park Field House/Skateboard Park  
4200 Wood Ave

Curling Rink  
3250 9<sup>th</sup> Ave

Lawn Bowling Club  
4250 Wood Ave

Black Sheep Rugby Pitch  
3420 Argyle St

McLean Mill National Historic Site  
5633 Smith Rd

## Restaurants

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## Amenities



