



Pre-Delivery Orientation (PDO) Checklist

GETTING TO KNOW YOUR NEW CONDO

Many new home builders will conduct what is called a Pre-Delivery Inspection or PDI. At Andrin Homes, this appointment offers so much more than just the statutory inspection. Andrin's **Pre-Delivery Orientation or PDO** provides a comprehensive overview of all the mechanical and electrical components within your condo. We make sure you leave knowing exactly what filters need to be changed, which vents need to be cleaned, where all the shut-off valves are located, the location of all the life safety devices and how to manage your indoor humidity to protect your investment for many years to come. And our knowledgeable PDO representatives will answer any questions you may have.

To make the most of your PDO, we suggest you bring this checklist with you and check off each of the listed items as you proceed through your appointment. **We look forward to meeting you!**



SUITE ENTRY

<input type="checkbox"/> Entry Door & Hardware	<ul style="list-style-type: none"> The gap at the bottom of your entry door provides for the exchange of fresh air from the corridor into your suite and is an essential part of your suite's ventilation system. For that reason, weatherstripping is not installed around your suite entry door. Test the deadbolt lock to ensure that it locks and unlocks properly.
<input type="checkbox"/> All-Off Switch for In-Suite Fixed Overhead Lighting	<ul style="list-style-type: none"> The All-Off switch is located just inside the suite entry. This switch is not only convenient but also practical. By simply turning off a single switch, you can conserve energy by shutting off power to all hard-wired overhead lighting in your suite. Remember to check the position of the All-Off Switch if you find you are unable to turn on one of the overhead lights in your suite.
<input type="checkbox"/> Communications Hub	<ul style="list-style-type: none"> This metal box, typically located inside the bedroom closet, is the central hub for all telecommunications services within your suite as well as the entry point for low voltage services entering the suite (telephone, TV & data). Hot/cold water meters are located behind the access door in or near the foyer closet.

KITCHEN

<input type="checkbox"/> Energy Star Refrigerator	<ul style="list-style-type: none"> Your refrigerator should be plugged in and working as intended - the fridge should be cool inside, and the light should turn on when the door is opened.
<input type="checkbox"/> Chimney Hood Fan or Over the Range (OTR) Microwave	<ul style="list-style-type: none"> The chimney hood fan or the fan incorporated into your OTR microwave is ducted directly to the exterior. The on/off switch for the chimney hood can be found at the bottom of the hood. For the OTR, the control is located on the microwave control panel.

	<ul style="list-style-type: none"> Switch both the fan and light on and off to ensure they are both working as intended. Please ensure that the warranty information and any packaging is removed from the inside of the OTR before use. You should always use the exhaust fan when cooking on the stovetop to help control odours and humidity within your suite.
<input type="checkbox"/> Energy Star Range	<ul style="list-style-type: none"> The range should be plugged in and working as intended – the oven light should turn on when the door is opened. Ensure all warranty information and/or packaging is removed from inside the oven before turning it on.
<input type="checkbox"/> Energy Star Dishwasher	<ul style="list-style-type: none"> The dishwasher should be connected and ready for use. Confirm the water line and drain are connected under the kitchen sink. Ensure all warranty information and/or packaging is removed from inside the dishwasher before turning it on.
<input type="checkbox"/> Appliance Warranty	<ul style="list-style-type: none"> Ensure that you register your appliances with the manufacturer to activate the Manufacturer’s Warranty. Keep the warranty information in a safe place as you will deal with the manufacturer directly for any warranty claims.
<input type="checkbox"/> Kitchen Sink	<ul style="list-style-type: none"> Run the tap to ensure both hot and cold water comes out of the faucet. Confirm the sink stoppers are provided with the sink.
<input type="checkbox"/> Kitchen Sink & Dishwasher Shut-Off Valves	<ul style="list-style-type: none"> The PDO Representative will identify the location of the cold and hot water shut-off valves (located in or near the foyer closet) and the dishwasher intake shut-off valve located in the sink cabinet. Knowing the location of these valves is essential particularly in the event of a plumbing emergency. Should you experience a leak or a flood in the kitchen, turn off the water at the shut off valves as soon as possible to help mitigate any damage that could occur as a result of water exposure.

HEATING/COOLING UNIT(S) & HRV	
<input type="checkbox"/> Heat Pump & Heat Recovery Ventilator	<ul style="list-style-type: none"> Your suite is heated & cooled by a Heat Pump. Depending on the size, some suites have two or more Heat Pump units. The unit is located in the wall in the main living area and/or master bedroom behind a rectangular metal cover panel that is typically located on the living room and/or bedroom wall. The filter for the unit is located behind the cover panel. The PDO Representative will verify its presence during the Orientation. A heat recovery ventilator (HRV) is a ventilation device that helps make your home healthier, cleaner, and more comfortable by continuously replacing stale indoor air with fresh outdoor air. The HRV is usually located in the ceiling in the main bathroom. It contains a filter that need to be cleaned regularly.

LIVING AREA	
<input type="checkbox"/> Switch Controlled Electrical Outlet	<ul style="list-style-type: none"> A switch on the wall controls the top half of a duplex electrical outlet in the living room. The PDO Representative will identify this electrical outlet during the Orientation.
<input type="checkbox"/> Thermostat	<ul style="list-style-type: none"> The thermostat offers the single greatest and easiest opportunity to conserve energy, requiring nothing more than adjusting a switch to your desired temperature setting. It allows you to select the temperature to your comfort level when you are home and adjust for increased energy savings when you are away from the suite. The PDO Representative will review the thermostat and its operation during the Orientation.

TELEPHONE & CABLE OUTLETS	
<input type="checkbox"/> Telephone & Cable/Data Outlets	<ul style="list-style-type: none"> Your suite is wired for telephone and cable services. It is also set up for wireless distribution through the Communication Hub. Wired outlets for telephone, cable/data are installed in your suite. Your service provider will install the cover plates. The PDO Representative will identify the wired locations during the Orientation.

LAUNDRY ROOM	
<input type="checkbox"/> Dryer Duct & Auxiliary Lint Trap	<ul style="list-style-type: none"> The dryer duct connects the dryer exhaust directly to the building's exterior. An exhaust fan is automatically activated when the dryer is turned on, stays on the entire time the dryer is in use and pushes moist air from the dryer through the duct to the exterior. The auxiliary lint trap is located in the ceiling inside your laundry closet and the screen captures lint as the moist air travels through it. As a homeowner, it is your responsibility to check and clean the screen inside the trap on a regular basis. Carefully pull down on the knob to open and access the panel to clean the screen. The lint trap located inside the dryer should be cleaned after every load. The screen inside the auxiliary lint trap in the ceiling should be cleaned monthly. Ensuring that both lint traps are lint-free is essential in maintaining the maximum efficiency of your dryer and preventing the risk of a fire.
<input type="checkbox"/> Water Shut-Off Valve for the Washer	<ul style="list-style-type: none"> The white box recessed in the wall beside your stacked washer/dryer contains the combined cold and hot water shut off valve for your washer. The lever may be pulled forward or pushed back to turn the water supply on or off as required. It is recommended that you turn the water supply to the washer off when not in use. This is a precautionary measure to prevent a possible emergency situation from occurring such as a water supply hose bursting.

BATHROOM(S)	
<input type="checkbox"/> GFCI-Protected Electrical Outlet	<ul style="list-style-type: none"> Bathroom electrical outlets are GFCI protected, preventing the risk of electrical shock. If a GFCI outlet trips to provide protection, it has to be reset using the associated 'RESET' button to restore power to it. The PDO Representative will identify the Test and Reset buttons on the electrical outlet cover during the Orientation. You should test the GFCI receptacles as part of your regular homeowner's maintenance program.
<input type="checkbox"/> Sink and Bathtub	<ul style="list-style-type: none"> Check to ensure that cold and hot water comes out from both the sink and bathtub faucets.
<input type="checkbox"/> Sink and Bathtub Stoppers	<ul style="list-style-type: none"> Test them to ensure they work and hold water when in the CLOSED position.
<input type="checkbox"/> Sink Shut-Off Valves	<ul style="list-style-type: none"> The sink shut-off valves are located inside the vanity cabinet.
<input type="checkbox"/> Toilet Shut-Off Valve	<ul style="list-style-type: none"> There is a shut-off valve that enables you to turn off the water to the toilet only. This valve is located on the wall next to/below the toilet tank.
<input type="checkbox"/> Main Water Shut-Off Valves (Cold & Hot)	<ul style="list-style-type: none"> These valves, installed upstream of the cold and hot water meters, are generally located behind the access panel at or near the foyer closet.
<input type="checkbox"/> Exhaust Fan(s)	<ul style="list-style-type: none"> Each bathroom has an exhaust fan that is controlled by a wall switch. The fan in the main bathroom operates continuously on low speed to provide airflow through the HRV unit. The wall switch controls fan operation from low to high speeds only. Turn on the wall switch to ensure the fan operates as intended. The fan removes moisture and humidity from the air by directing it to the exterior of the building. Therefore, in order to control the humidity within the bathroom as well as throughout your suite it is important for you to remember to always use the fan when showering or bathing.
<input type="checkbox"/> Low Volume Dual Flush Toilets	<ul style="list-style-type: none"> The Ontario Building Code specifies the use of water-saving toilets in all new residential construction. The toilet(s) in your suite uses less water per flush than older models and features a two-button activation system that provides you with substantial water savings. One button is for liquid waste and one button is for solid waste.

BEDROOM(S)	
<input type="checkbox"/> Switch Controlled Electrical Outlet	<ul style="list-style-type: none"> Like the living room, a wall switch controls the upper half of a duplex electrical outlet in the bedroom(s). Power will only be directed to that portion of the electrical outlet when the corresponding light switch is in the "ON" position.

<input type="checkbox"/> Breaker Panel	<ul style="list-style-type: none"> ▪ Typically the breaker panel is located on the wall behind the master bedroom door. The PDO Representative will identify the breaker panel location during the Orientation. ▪ The breaker panel in your suite contains “circuit breakers” and each circuit breaker is labelled to indicate the area or device it controls. When an electrical circuit becomes overloaded, the breaker opens (“breaks”) the circuit and the corresponding breaker automatically switches off. A circuit breaker, once tripped, must be reset to resume normal operation. ▪ Should an electrical outlet or fixture in your suite not work, check the breaker panel first to see if a circuit breaker has tripped. Circuit breakers have three (3) positions: ‘ON’, ‘TRIPPED’ and ‘OFF’. To reset a circuit breaker first turn it to ‘OFF’ completely before you turn it back to ‘ON’. Switching the breaker directly from ‘TRIPPED’ to ‘ON’ will not restore service. If the breaker does not reset and power is not restored, contact your warranty service representative. ▪ The use of faulty power bars, small appliances etc. can cause the electrical system in your suite and building to malfunction. ▪ Always use a licensed Electrician if you choose to replace existing light fixtures or install lighting in your suite. Please be aware that the wiring in a high-rise condominium building differs substantially from that in a single-family home. Therefore, incorrect installation could cause the fixture itself and/or other electrical outlets and switches in the suite to malfunction.
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LIFESAFETY DEVICES

The Emergency Speaker(s), Heat Detector(s) and Carbon Monoxide detector(s) in your suite must never be disconnected or tampered with; doing so would compromise the life safety of all residents, would be in violation of the Ontario Fire Code and would be subject to a substantial fine.

<input type="checkbox"/> Emergency Speaker(s)	<ul style="list-style-type: none"> ▪ The emergency speaker (EVC – Emergency Voice Communication speaker), located on the ceiling in your suite, makes it possible for you to receive vital information regarding emergency situations. Its primary function is to sound the fire alarm in your suite. Therefore, when the fire alarm is activated in the building you will hear it in your suite through the EVC. Only authorized building personnel or the authorities such as the fire department can use it to inform you of emergencies in the building, (2) provide you with instructions as required and (3) update you on the status of an emergency situation. ▪ The PDO Representative will identify the emergency speaker(s) for you during your Orientation. ▪ The emergency speaker is “hard wired” (wired directly into the building fire alarm system) and therefore does not require batteries.
<input type="checkbox"/> Heat Detector(s)	<ul style="list-style-type: none"> ▪ The heat detector, located on the ceiling in your suite, is a safety device that detects heat from a potential fire. The PDO Representative will identify the heat detector during your PDO. ▪ The heat detector is ‘hard wired’ directly to the building’s fire alarm system, which will sound when a heat detector is activated. ▪ In accordance with the Ontario Fire Code, heat detectors are installed in every suite and can never be removed by the homeowner.

<input type="checkbox"/> Smoke Detector(s)	<ul style="list-style-type: none"> ▪ The smoke detector(s) located on the ceiling in your suite, notifies you of smoke and potential fire within your suite. Smoke detectors sound only in your suite. The PDO Representative will identify the smoke detector(s) during your Orientation. ▪ The smoke detector(s) is “hard wired” to your in-suite electrical panel and does not require batteries. In case of a power failure to the building, the smoke detector will not operate. ▪ The smoke detector(s) is/are rather sensitive and may go off as a result of burnt toast, excessive humidity from bathing or cooking, or vapours from chemicals in cleaning products.
<input type="checkbox"/> Carbon Monoxide Detector	<ul style="list-style-type: none"> ▪ A Carbon Monoxide (CO) Detector combined with a smoke detector, is only provided in those suites that are situated near gas-fired mechanical systems as required by the Ontario Building Code. ▪ Combination smoke and CO detectors are “hard wired” to the in-suite electrical panel and do not require batteries. In case of a power failure to the building, the carbon monoxide detector will not operate. ▪ Your building is equipped with emergency generators to ensure that life safety devices in your suite continue to function as intended should a power failure occur.
<input type="checkbox"/> In-Suite Sprinklers	<ul style="list-style-type: none"> ▪ Fire sprinklers are located throughout your suite. The PDO Representative will identify the sprinkler head(s) during your Orientation. ▪ Sprinklers must not be covered, painted, or tampered with.

Once the Pre-Delivery Orientation is complete, the PDO Representative will review and provide you with the following documentation:

Certificate of Completion and Possession (CCP) - This form confirms that your new home is enrolled with the Tarion Warranty Corporation. Your home’s enrolment number appears in the upper right hand corner as well as on the sticker affixed to the bottom left side of the form.

Completed PDO Form - This form lists any defects in workmanship or materials, incomplete or missing items that you observed during your Pre-Delivery Orientation, as well as anything that was not operating properly or could not be assessed because it was obscured from view or was inaccessible.

**WE ARE COMMITTED TO DELIVERING EXCELLENCE IN QUALITY, DESIGN, VALUE AND SERVICE –
THE CORNERSTONES OF THE ANDRIN ADVANTAGE.**

