

Welcome to Steeles Technology Campus!

The convergence of technology with “A” class office premises

This is your “Employee Tenant Kit” designed to provide you with most of the information you need to know about your new office location!

Everything from what’s in the building to community information; This Tenant Kit is your resource to safety, security and emergency procedures for Steeles Technology Campus. Please keep your Tenant Kit handy (at your workstation), to use as a resource.

Updates will occasionally be provided and can be inserted into the appropriate section of the Employee Tenant Kit.

As you settle into your new office space, there are a few things you need to know:

Security Telephone Sticker – For quick and easy access to building Security’s phone number, we recommend you place the decal close to your phone.

Security Desk - 416-493-0110

Management Office - 416-492-7539

Security Desk – The security desk is located on the lobby level of 3389 Steeles Avenue East, (Low Rise Building)

Property Management Office – The property management office is located in 3381 Steeles Avenue East, (Low Rise Building) on the lower level of the lobby just west of the revolving door.

Again, welcome to Steeles Technology Campus!

Disclaimer: Although we have done our best to ensure that all the information in this Employee Tenant Kit is accurate, we accept no responsibility for any errors or omissions, on the part of Bentall Real Estate Services or on the part of any and all personnel/companies who have provided information contained herein. Information in this Tenant Guide is subject to change without notice.

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Emergency Phone Numbers

Ambulance911
Fire911
Police (Emergency)911
Metro Toronto Police416-808-3300
Building Security416-493-0110
Management Office416-492-7539

Nearest hospitals:

Scarborough Grace Hospital, 3030 Birchmount Road.416-495-2400
North York General Hospital, 4001 Leslie Street416-756-6000

Nearest Medical Walk In Clinic:

- M.C.I., Warden Avenue South of Steeles416-492-8068
- Poison Control416-813-5900
- Distress Line416-598-1121

In a medical emergency, direct the ambulance, physician or paramedics to the front entrance of 3389 Steeles Avenue East. Alert Building Security of the nature and location of the emergency. Have somebody waiting in the elevator lobby of the floor of the emergency and when emergency services arrive, Security will be able to quickly escort them to the emergency situation.

Utilities and Other Important Services:

- City of Toronto - Water416-395-6830
- Enbridge Gas416-447-4911
- Toronto Hydro (North)416-226-6400
- Toronto Hydro (East)416-292-1530
- City of Toronto416-338-0338
- Transportation and Works416-392-7771
- Animal Control416-395-6333

Building Management Office

The Bentall Real Estate Services Management Office is located in 3381 Steeles Avenue East, Lower Level, Suite 10 west of the revolving door.

Office Hours:
8:30 am to 5:00 p.m.
Monday to Friday

- Telephone416-492-7539
- Fax416-492-6658

Smoke Free Environment

Steeles Technology Campus provides a safe and comfortable environment for all tenants. There is a smoke free policy throughout the complex, including all common areas such as the parking garage, loading dock, elevator lobbies, building entrances, rest rooms, stairwells, and elevators. (Toronto By-law Number 23-88). Smoking is however, permitted in designated areas outside of the building, away from entrance doors to the building. The area in the courtyard at the rear of the buildings has been designated for smoking. We ask that smokers please use the containers provided for their butts.

Bird Friendly Building Program

At Steeles Technology Campus, we are very concerned with the number of birds that are killed each year, (particularly in the spring and fall migratory seasons), by collisions with office buildings. There are a few simple steps that we can follow to greatly reduce the damage done to our feathered friends. F.L.A.P. (Fatal Light Awareness Program), a group dedicated to the preservation of migrating birds, in co-operation with the World Wildlife Fund, has outlined a prevention program, of which the main element is the reduction of building lighting at night.

Please, the last thing you do each night

To help our Feathery Friends in Flight

Close the Blinds & / or Turn OFF the Lights!

If you see an injured bird, do not attempt to rescue it. Call the Management office or Security.

Recycling and Waste

Here at Steeles Technology Campus, we are firmly committed to the environment and have implemented a comprehensive recycling program. With the participation of all, we will be successful in creating minimal waste throughout the complex.

At each workstation, there will be a “deskside recycler”. Each desk will be equipped with a blue box.. This system will allow you to recycle all your paper at your desk. As well, your kitchen and photocopy room will contain blue boxes for cans and bottles recycling.

Waste Bins	Blue Box	Kitchen Blue Box
<u>Waste Products</u>	<u>Paper Products</u>	<u>Other Recyclables</u>
Food Waste	Computer paper	Cans (empty)
Pens	Fax paper	Bottles (empty)
Plastic Wrap	Post it notes	Plastic (empty)
Kleenex	NCR Paper	
	Glossy paper	
	File folders	
	Window envelopes	
	Newspaper	
	Business Cards	

We also recycle corrugated cardboard. Please flatten all of your boxes, label them with a “waste tag” and leave them in your area for removal by the night cleaners. (Waste tags can be obtained from your Facilities Co-ordinator).

(Please note that Confidential Information should be disposed of in accordance with The Privacy Code).

You can make a difference minimizing waste...it's this easy!

Parking General Information

Tenants of Steeles Technology Campus are provided with ample parking indoors or exterior east lot, 24 hours a day, 7 days a week. There are two entrances to the parking one from the North side and one entrance from the south side of the building.

Handicap (barrier free) parking is located near the front of the building and on the underground P1 Level near the parking shuttle elevators.

Visitor Parking is available on the east side of 3389 Steeles Avenue East in the outdoor parking lot. Registration should be done through your facilities coordinator.

Parking Regulations

Security Staff regularly patrol the parking facilities. Cars found illegally parked in reserved areas, not parked properly, blocking other vehicles, or access, will be tagged and/or towed at the owner's expense. Please advise couriers and delivery personnel to enter through Shipping/Receiving areas located on the south side of the complex. (Violators will run the risk of a traffic ticket if they leave their vehicles on the street or improperly parked.) Escorts to parking are available at all times. Please call Security at 416-493-0110 to arrange for an escort to your vehicle. (Allow approximately 10-15 minutes for a security officer to arrive.)

Note: That certain areas are marked as designated fire routes. Please ensure that you and your visitors observe this safety precaution and be cautioned that the fire access routes will be aggressively enforced.

Parking Emergency Duress and Voice Communication System

The parkades will be equipped with Emergency Duress buttons. These red "Mushroom-Like" buttons, can be pressed in the event of an emergency. This activates a strobe light & sounds audible alarm and also sends an alarm to the Security desk and allows direct communication with Security. When the Emergency Duress Button is pressed, Security will know exactly where you are in the parkade and will respond to the situation immediately.

For non-emergency situations, the voice communication system (intercoms) can be used to communicate with the Building Security.

SECTION 2

BUILDING OPERATIONS

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AIR COMFORT / Standards1

Lighting

All Steeles Technology Campus tenants are provided with the ability to turn on lights after hours and on weekends via telephone override.

Note: Telephone override codes will be provided to your internal Facilities co-ordinator.

Air Comfort / Standards

The indoor air comfort control system at Steeles Technology Campus is designed to provide space temperatures of between 22 degrees Celsius in winter and 24 degrees Celsius in summer. Should you experience your work area to be overly warm or cold, please call your internal Facilities Co-ordinator to arrange to have a management office representative adjust the space temperature.

Please note that during the summer, it is advisable for your comfort and also environmentally friendly to keep your window shades (down) in order to prevent excessive heat gain from the sun. Lowering your shades will also help reduce glare on your computer screens.

SECTION 3

SAFETY AND SECURITY

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24 Hour Security Station

Steeles Technology Campus has a Security Officer posted at the Security Desk, located in 3389 Steeles Avenue East. (Building #2)

At any time, please call (416) 493-0110 to reach Security.

Access Cards

Security access cards, programmed for Steeles Technology Campus, are available through your internal Facilities Co-ordinator.

Your personal access card will most likely be programmed for one of the two following time zones:

- Business Hours: 6:00 a.m. – 6:30 p.m. Monday – Friday
- 24 hours/day – 7 days/week

Tenant security and building security significantly depends on the proper use of these access cards. Any lost, stolen or defective cards should be reported immediately to your internal Facilities Co-ordinator.

After Hours Visitor Access

If you are expecting visitors to your area after hours, you will be required to meet them on the ground floor and escort them to your office space. Please arrange to have all visitors meet you on the ground floor after business hours.

Also please have visitors sign in and out at the security desk.

Loss of Keys/Access Cards

In the event that you lose a key or an access card, please inform your internal Facilities Co-ordinator, however in the event of an after hours emergency please call Security at 416-493-0110 immediately. Security can cancel the access card and if necessary, a Locksmith can be called to re-key the lockset in question.

Security Escort Service

For the safety and comfort of our tenants, Security offers an “escort service” to the exterior parking lots, underground parking garage and bus stops. Any tenants that require an escort can request this service by calling Security at 416-493-0110.

Please pre-arrange at least one half hour for a security officer to arrive.

Security Recommendations

1. When parking your vehicle, ensure that it is locked, and that no valuables are visible in your vehicle.
2. Encourage a “clean desk” policy in your office. Lock up all valuables when not in use. Remove from sight, or take home, “laptop” computers – DO NOT leave them in their docking station.
3. Never permit strangers to freely wander through your office space.
4. Question strangers on your floor and offer assistance. If they behave suspiciously, call security for assistance immediately.
5. Consider using a “buddy system” to get to your vehicle after hours. If you are by yourself, consider a security escort to your vehicle.

6. Never allow anyone to access with you into the building or on the elevators after hours, unless known. Report anyone suspicious to security immediately.
7. Report any lost or stolen access cards to the management office or security immediately so they can be deactivated.
8. Report any thefts, threats, and suspicious or criminal activity to security immediately.
9. Ensure that your work area is never left unlocked when unoccupied. Assign individuals to lock appropriate doors at the end of the business day.

SECTION 4

EMERGENCY PROCEDURES

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Occupant Emergency Procedures

This section applies to occupants (employees and/or general public) who are inside the building during an emergency.

Upon Discovery of Smoke or Fire

1. Leave the fire area immediately.
2. Close all doors behind you.
3. Sound the fire alarm by activating the nearest manual pull station.
4. Use exit stairwells to evacuate the building. **DO NOT USE ELEVATORS.**
5. If you discover a locked exit with “Emergency Exit Unlocked by Fire Alarm” signage on the door, activate the fire alarm pull station adjacent to the door to release the lock.
6. **DO NOT** return until it is declared **SAFE** to do so by the Fire Department or a Property Management Office representative.

Upon Hearing an Evacuation Signal (3 short tones, pause, 3 short tones, pause etc)

1. Proceed to the nearest exit stairway and exit the building via the designated exit routes, walk in an orderly fashion.
2. Before opening any door, feel door and door knob for heat. If not hot, brace yourself against the door and open it carefully. If you see smoke, feel air pressure or a hot draft, close door quickly and proceed to an alternate exit.
3. Leave building using the exit stairway. DO NOT USE ELEVATORS.
4. If you discover a locked exit with "Emergency Exit Unlocked by Fire Alarm" signage on the door, activate the fire alarm pull station adjacent to the door to release the lock.
5. If there are occupants who are visiting your place of employment who may not be familiar with the Emergency Procedures and exit routes, assist them in exiting the building.
6. DO NOT return until it is declared safe to do so by the Fire Department.

Upon Hearing an Alert Signal (Intermittent Tone)

1. Prepare to leave building via the designated exit routes. This signal indicates a potential fire condition somewhere in the building.
2. Stand by for instructions from the Chief Fire Warden.
3. If instructions indicate or situation warrants that an evacuation is necessary, close door behind you and leave via the nearest exit stairwell.
4. If you encounter smoke in the corridor consider taking an alternate exit. If you encounter smoke in the stairwell, go to a crossover floor (5 or 10) and use an alternate stairwell or return to your suite.
5. If you discover a locked exit with "Emergency Exit Unlocked by Fire Alarm" signage on the door, activate the fire alarm pull station adjacent to the door to release the lock.

IF YOU CANNOT LEAVE YOUR SUITE OR HAVE RETURNED TO IT BECAUSE OF FIRE OR HEAVY SMOKE, REMAIN IN THE SUITE AND:

1. Close the door.
2. Unlock the door for possible entry by the firefighters.
3. Dial 911 and tell the Toronto Fire Services the address of the building (3381 or 3389 Steeles Avenue East, Toronto) and floor you are on.
4. Seal all cracks where smoke can get in. (if possible use a wet towel or cloth)
5. Keep low to the floor if smoke enters the room.
6. Move to the most protected area.
7. Wait to be rescued. Remain calm. Do not panic or jump.
8. Listen for instructions or information given by authorized personnel.

IF YOU ENCOUNTER A LOCKED EXIT WITH "EMERGENCY EXIT UNLOCKED BY FIRE ALARM" SIGNAGE ON THE DOOR.

1. Activate the manual fire alarm pull station adjacent to the door to release the lock.
2. Proceed with emergency exit procedures.

Occupant Responsibilities

Occupants Will:

1. Control Fire hazards.
2. Not put burning materials such as cigarettes or ashes into garbage cans.
3. Not dispose of flammable liquids or aerosol cans in garbage cans.
4. Not use unsafe electrical appliances, frayed extension cords, overload outlets or lamp wire for permanent wiring.
5. Not smoke inside building premises.

6. Know where the fire alarm pull stations and exits are located.
7. Maintain access to portable extinguishers and other fire protection equipment.
8. Know the Floor Warden and Deputy Wardens in your area.
9. Ensure that electrically powered equipment is shut off at closing time.
10. Call Building Security and/or the local Fire Department immediately at 911 whenever you need assistance.
11. Know the correct building address: 3381/3389 Steeles Avenue East, Toronto and the tower and floor you are on.
12. Know the audible fire alarm signals and the procedures established to implement safe evacuation.
13. Report any condition which may be a fire hazard to the Floor Warden or Deputy Warden for your area.
14. Know how to release locking devices.

Fire Drills

In accordance with the Ontario Fire Code, the building is required to hold quarterly Floor Warden Meetings, for the “Fire and Life Safety” education of tenants and staff. Fire drills for participation by Floor Wardens and tenants are held periodically throughout the year so that all tenants are able to experience one evacuation per year. Letters will be sent to your Facilities Co-ordinator outlining times and dates of these drills.

Fire Drill Instructions

1. The Fire Alarm will sound at the designated time and date. An announcement will be made immediately prior to the alarm and announcements will continue during the drill.

2. Floor Wardens are to instruct all occupants in the assigned area to proceed to the nearest stairwell exit in an orderly manner. DO NOT USE ELEVATORS.
3. Enter the stairwell and proceed to the ground level exit of the stairwell and leave the building. In the interest of everyone's safety:

DO NOT RUN DOWN THE STAIRS

DO NOT BLOCK THE STAIRWELL

DO NOT REVERSE DIRECTION

CONTINUE TO DESCEND STAIRS

STAY TO THE CENTRE & HUG THE HAND RAIL

4. The alarm will be silenced after approximately three minutes. All participants must continue to descend the stairs and evacuate the building. Proceed to the designated evacuation area (refer to the Warden's Procedures Manual), do not congregate directly outside the building. "MOVE AWAY FROM THE BUILDING"
5. Do not impair pedestrian or vehicular traffic around the building. Your designated evacuation area should be safe for you and those around you.
6. Do not re-enter the building until directed by security personnel.

Medical Emergency

1. DO NOT move the person. If necessary, if you have been trained, and the person gives consent, administer first aid.
2. Call for an Ambulance. Dial 911, also inform Building Security to assist Ambulance Attendants. Remember to tell 911 Operator your address: 3381 or 3389 Steeles Avenue East, Toronto, the floor and direct the medical team to the front door. You may be asked to describe the condition of the victim.
3. While awaiting medical help, keep the person warm and comfortable.
4. Call Security at 416-493-0110. We will ensure an elevator is ready for the emergency medical team and escort them to the medical emergency.

5. If a private physician has been called, please let us know and the doctor will be escorted to your office.
6. Post one person at the elevator lobby on your floor to lead the medical team to the person in distress.

Earthquake

During an Earthquake

In the unlikely event of an earthquake, there are several things you should remember that will reduce your personal risk. If you feel a tremor:

1. Remain calm and reassure others.
2. Get under a strong table or desk to protect yourself from flying objects. Keep clear of shelves and high stacked materials.
3. Stay away from windows and glass dividers. Move toward the centre of the building as soon as possible.
4. Remain on the floor you are on until otherwise instructed. You are safer inside the building than outside on the street.
5. While you are outside, stand away from buildings, trees, telephone and electric wires.

After the Earthquake

1. Assemble in the area designated by your Floor Warden.
2. Listen for instructions from your Floor Warden, the emergency speaker system, or from emergency personnel. You may be asked to help assess conditions, serve as a runner, or organize an evacuation.
3. Do not use the elevators. Elevators will automatically descend to the main floor and open their doors. Stay in the elevator lobby.

4. Do not use the telephones. Switchboards, especially those of police, hospitals and other emergency centres, will be jammed immediately following an earthquake. Use a radio to obtain information from your local radio station.
5. Be careful when moving about. Collapses can occur without warning and there may be dangers from gas leaks, electric wiring or broken glass.
6. Be prepared for possible aftershocks.

Tornado

During a Tornado:

In the unlikely event of a tornado, there are several things you should remember that will reduce your personal risk. If a tornado strikes:

1. Remain calm and reassure others.
2. Keep clear of shelves and high stacked materials.
3. Stay away from windows and glass dividers. Move toward the centre of the building as soon as possible.
4. Remain on the floor you are on until otherwise instructed. You are safer inside the building than outside on the street.

After a Tornado:

1. Assemble in the area designated by your Floor Warden.
2. Listen for instructions from your Floor Warden, over the speaker system, or from emergency personnel. You may be asked to help assess conditions, serve as a runner, or organize an evacuation.
3. Do not use the elevators. Elevators will automatically descend to the main floor and open their doors. Stay in the elevator lobby.

4. Do not use the telephones. Switchboards, especially those of police, hospitals and other emergency centres, will be jammed immediately following an earthquake. Use a radio to obtain information from your local radio station.
5. Be careful when moving about. There may be dangers from gas leaks, electric wiring or broken glass.

Bomb Threats/Threatening Calls

Every bomb threat or threatening call should be taken seriously. (Although most bomb threats or threatening calls turn out to be nothing but vicious pranks, at the time they occur, they can never be regarded as unimportant.) If you receive a bomb threat or threatening phone call:

1. Remain Calm.
2. Never transfer the call or assume the threat is a hoax. Do not argue or ridicule the caller.
3. Record details of the call as outlined on "Threatening Call Form", if available. (Since most of these calls come through general numbers, your internal Facilities Co-ordinator has only provided these forms to specific areas).
4. Immediately report the call to your manager, internal Facilities Co-ordinator and to Building Security.

Other Emergencies

In case of any other emergency evacuation, all occupants will be advised by the Chief Fire Warden to leave the building. Tenants should remain away from the building until the emergency is over.

SECTION 5

DIRECTIONS

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Public Transit Transportation

Included with employee kit is the most current version of TTC and Markham Transit's Detailed Route Map and Schedules.

For more information on TTC routes and schedules, visit the website on www.city.toronto.on.ca, for Markham Transit, you can visit the following website at www.city.markham.on.ca

TTC - Victoria Park Subway

Route 24C Stops right at Victoria Park & Steeles and runs north as far as 14th Avenue and South to Victoria Park Subway Station.

Route 24D also stops at Victoria Park and Steeles and goes straight up Woodbine Avenue as far north as Major Mackenzie Drive and south to Victoria Park Subway Station.

Both routes service the area approximately every 30 minutes during weekday rush hours only.

GO transit information

GO Train:

If you would like to get to Steeles Technology Campus by GO Train, the nearest station is MILLIKEN Station, located at 4420 Steeles Avenue East, on the north side of Steeles, east of Kennedy Road.

To contact GO Transit for route information, schedules and fares you can call 1-888-438-6646 or visit their web site at www.gotransit.com.

Getting To Steeles Technology Campus By Car:

From the East or West

On the 401:

Take the 401 East to 404 North
Follow 404 to Steeles/Woodbine Avenue Exit
Turn RIGHT onto Steeles Avenue
Turn RIGHT onto Victoria Park Drive
Turn RIGHT onto at the first lights on to unmarked road.

On the 407:

From The North:

Take 404 SOUTH to Steeles Avenue exit
Turn LEFT onto Steeles
Turn RIGHT onto Victoria Park
Turn RIGHT at the first lights on to unmarked road.

From Downtown Toronto:

Take the Don Valley Parkway North
Exit the Don Valley/404 at Steeles/Woodbine Avenues
Turn RIGHT onto Steeles Avenue.
Turn right at first light on to unmarked road.

SECTION 6

COMMUNITY INFORMATION

At Steeles Technology Campus...

Shopping and Services In the Local Area

There are numerous stores and services available in and around the local area.

Local shopping malls within a short driving distance include:

Markham Square (Steeles Avenue East and Don Mills Road)

Shops

Active Electronics
3790 Victoria Park Avenue 416-498-9886

Addmore Office Furniture
3814 Victoria Park Ave 416-494-6600

The Garden Basket
7100 Woodbine Ave 905-305-8220

Irvings Plumbing Supplies
3798 Victoria Park Ave 416-492-6444

K-Net Golf
420 Denison Street 905-470-0974

ParaPaints
578 Gordon Baker Road 416-495-8688

Partners Business Furniture

705 Progress Avenue416-438-1654

Timons Furniture

3798 Victoria Park Ave416-497-3666

Costco

1 Yorktech Drive905-477-3244

Home Depot

3155 Highway 7905-940-5900

Staples Business Depot

3175 Highway 7905-479-3101

Cadet Cleaners

2900 Steeles Avenue East905-882-1157

Canadian Tire

4675 Steeles Avenue East416-754-8224

Fawcett Printing

7370 Woodbine Avenue, Unit 1905-479-9999

Monami Copy Centre

570 Gordon Baker Road416-490-8186

Regal Vacation

3650 Victoria Park Avenue416-495-8620

Key Travel

11 Glendinning Avenue 416-492-7321

Pharmacy Cleaners

9 Glendinning Avenue 416-494-8986

Shoppers Drug Mart

25 Glendinning Avenue 416-497-8817

Mac's Milk

19 Glendinning Avenue 416-496-2214

Services

Banks

Bank of Montreal

2752 Victoria Park Avenue 146-493-3533

CIBC Banking Centre

7125 Woodbine Avenue 1-800-465-2422

HSBC

3640 Victoria Park Avenue 416-756-2333

Royal Bank

2786 Victoria Park Avenue 416-491-2173

TD Bank

7 Glendinning Avenue 416-497-8555

7085 Woodbine Avenue 905-475-6291

Medical

Dr. Ho Lam, Dentist
3640 Victoria Park Avenue416-492-3322

Dr. James Leung, Family Physician
3636 Victoria Park Avenue416-493-1314

Dr. Jack Apter, Dentist
1 Glendinning Avenue416-493-7373

My Chiropractor & Wellness Associates
3160 Steeles Avenue E905-477-8900

Dr. Hawley, Dentist
3160 Steeles Avenue E905-474-9205

The local area has a number of take-out restaurants as well as many choices for sit down service.

Within a reasonable drive/cab ride, and suitable for business lunches the following restaurants are just a sample of what is available

Restaurant Listing:

Frankie Tomattos
7225 Woodbine Ave905-940-1900

Kelsey's
3100 Steeles Avenue East905-470-6478

Mr. Greek Junior
7181 Woodbine Avenue905-477-0777

New World Palace
Victoria Park Avenue416-498-1818

Quincy's Market Fresh Restaurant – Holiday Inn Hotel
7095 Woodbine Avenue905-474-0444

The Owl & Firkin
7181 Woodbine Avenue905-513-6613

Viva City Pizzeria & Pasta Grill Bar & Café
3820 Victoria Park Avenue416-499-1014

Hickory House Restaurant Tavern440 McNicoll Avenue
416-499-1791

East Side Marios
2930 Steeles Avenue East905-707-3439

Montanas
2910 Steeles Avenue East905-709-0550

Fire & Ice
25 Cochrande Drive905-947-1900

Mandarin
7660 Woodbine Avenue905-479-6000

Shoeless Joes
7270 Woodbine Avenue905-474-2478

Devonsleigh Palace
4125 Steeles Avenue East416-497-5557

Fast Food Restaurants

For a quick lunch, the following fast food restaurants are within a short driving distance:

Country Style Donuts
7240 Woodbine Avenue905-470-4057

Delizioso Italian Sandwiches
2746 Victoria Park Road416-494-8949

Harvey's
3455 Victoria Park Avenue416-498-1012

Panzerotto & Pizza
3453 Victoria Park Avenue416-222-2221

Plain & Fancy Donuts
4033 Gordon Baker Road416-499-4459

Subway
3454 Victoria Park Avenue416-493-2676

Swiss Chalet
7240 Woodbine Avenue905-475-1509

Tim Hortons
7010 Woodbine Avenue905-479-7861

Volare Bakery & Delicatessen

15 Glendinning Avenue416-496-2383

Wendys

7676 Woodbine Avenue905-944-9198

Kentucky Fried Chicken

2774 Victoria Park Avenue416-493-7131

Pizza Pizza

3477 Kennedy Road416-977-1111

Catering

Gourmet Cuisine Catering

Innovative and delicious cuisine can be ordered through Gourmet Cuisine. They will accommodate groups of 15 people or more at a variety of budget levels. Contact Gourmet Cuisine at 905-565-9300 or sales@gourmetcuisine.com

The Sandwich Letter

Will accommodate any size group and can be reached at 416-756-2222

Hotels

Within a short driving distance, and accessible via public transit, you will find the following hotels and conference centres:

Holiday Inn Hotel & Suites Toronto-Markham

7095 Woodbine Avenue, Markham(905) 474-0444

Best Western Parkway Inn Toronto North

600 Hwy. 7 East, Richmond Hill(905) 882-3100

Delta Hotel Toronto East
 2035 Kennedy Road, Scarborough(416) 299-1500

Embassy Suites Markham
 8500 Warden Avenue, Markham(905)470-8500

Howard Johnson Plaza Toronto East
 940 Progress Avenue, Scarborough(416) 439-6200

Radisson Hotel Toronto-Markham
 50 East Valhalla Drive, Markham(905) 477-2010

Ramada Plaza Hotel – Toronto Don Valley
 185 Yorkland Blvd., Toronto(800) 567-8500

The Westin Prince Toronto
 900 York Mills Road, Toronto(416) 444-2511

Taxis and Airport Limousines

Here is a short list of local taxi companies that provide service to our area.

(Note: All services listed below have wheelchair accessible vans).

Airport Limousine:

Aairport Limousine Services416-225-1555
 Aeroport Services905-624-0515
 Airline Limousine Service416-675-3638
 Air Flight Limousine Services416-445-1999

Local Taxi Service:

AAA Taxi905-513-1300
 A Avenue Taxi-Limousine905-884-5555

Beck Taxi	416-751-5555
Crown Taxi	416-750-7878
Markham Co-Op Taxi & Limousine	905-201-1111
Markham Taxi	905-477-2227

Daycare in the Local Area

For general information on childcare in the area, the following organization is a great resource to get you started!

General Information:

Canadian Childcare Directory 905-319-8941
www.childcaredirectory.com

FORMS

AFTER HOURS COMFORT CONTROL REQUEST FORM

ACCESS CARD / KEY REQUEST FORM

REQUEST FOR BUILDING SIGNAGE FORM

CERTIFICATE OF INSURANCE FORM

EMERGENCY CONTACT LIST FORM

FLOOR WARDEN INFORMATION FORM

PARKING REQUEST FORM

REQUEST FOR WORK PERMIT FORM

THREATENING CALL FORM

DIRECTIONS TO STEELESTECH

TTC:



Car:

