

SPORT ALLIANCE OF ONTARIO

BUILDING SERVICES

Medallion Press

Graphic Services

- Desktop Publishing
- Creative Design
- Minor Edits to PDF Documents

Printing Services

- Black Digital Printing
- Colour Laser Printing
- Black & Spot Colour Offset Printing
- High Quality 4 Colour Printing

Bindery

- Collating
- Hole Punching
- Scoring
- Numbering
- Banners
- Perfect Binding
- Plastic Coil
- Saddle Stitching
- Folding
- Stapling
- Brokering
- Promotional Items
- Die Cutting
- Padding, Perforating

Financial Services

- General Bookkeeping
- Bank / Account Reconciliations
- Government Remittance and Filings
- Financial Statement Preparation
(notice to reader)
- Yearend / Audit Support
- Payroll Services
- Group Benefits Plan
- Group Pension / RRSP Plan

Facility Services

Leasing Opportunities

- Office & Storage Space

Parking Facilities

- Tenant & Visitor Parking

Conference Centre Services

- 5 Conference Rooms
- Equipment Rentals

Telecommunication Services

- Preferred Long Distance Rates
- Preferred Teleconferencing

Services/Rates

- Preferred Web Conferencing

Services/Rates

- Toll Free Service
- Calling Card Service

Other

- Building Holiday Closure Schedule
- SAO Organizational Chart

Mail Services

- 1st Class Mail
- Xpress Mail
- Various Couriers
- Same Day Courier
- Bulk Mail Services
- Bulk Envelope Sealing
- Stamp Purchasing
- Mailbox Rentals

I.T. & H.R. Services

- Outsourced to 3rd Party Supplier



List of Building Services

- Medallion Press
416 426 7235
- Facility Services
416 426 7000
- Financial Services
416 426 7079
- Mail Services
416 426 7323
- I.T. & H.R. Services
416 426 7000

WELCOME TO THE CONCORDE COMPLEX

Concorde Complex Tenant Benefits

- Subsidized Rent
- Automatic Annual Lease Renewals with 90 day out clause
- Included in rent are:
 - Property taxes
 - Janitorial
 - Corridor repairs and maintenance
 - Electricity/gas
 - Building Property Management
 - Security
 - Fire Prevention
 - HVAC (heating, ventilation, air conditioning)
 - Water/Sewer
 - Window Cleaning
 - Exterior Maintenance
 - Garbage Removal and Recycling
 - Bicycle Racks (outside)
- Tenant Parking is all underground
- Class "A" Building
- Being housed in one centralized complex - sharing common goals and needs with other Sport Organizations - adds value
- Free Conference Rooms for PS/MO's (M-F 8:30 am – 5:00 pm) + one free mailbox for tenants only
- Sharing a State-of-the-art Telecommunication System
- On-site Print Shop

NEW TO THE BUILDING?????

If you're new to the building here's a helpful checklist of things that may be required to be setup or picked up within the various SAO Services:

Facility Services

- Access / Parking Card
- Keys (suite/office)
- Suite / Name Plate
- Telecommunication Directory
- Tel. Directory Name Change
- H.R. Policy Manual Template Tenant Edition

Telecommunication

- Long Distance Code
- Password for Voicemail
- Telephone Quick Guides
- Calling Card
- Conference Account
- Name Change on Phone

I.T.

- Email Set-up
- Email Password
- Internet Connection
- Computer Set-up

Financial Services

- Payroll Forms
- Group Benefits Information & Forms
- Group Pension / RRSP Plan Information & Forms
- Copier Code

Medallion Press

- Business Cards
- Brochures
- Account Code
- Floor Copiers

Mail Services

- Mailbox
- Courier Rate Chart

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