



Photos:

(Top Left) Public Domain: Panel House; LibreShot

(Bottom Right) Public Domain: Homes for Rent; Buy Real Estate

Why a Housing Adaptation Checklist?

The Regina Region Local Immigration Partnership (www.rrlip.ca), in collaboration with local Regina housing sector stakeholders present at the **Canadian Housing Advisory Committee**, as well as the **Immigrant Advisory Table**, the **RRLIP Partnership Council** and other community members, identified learning gaps and challenges centered around newcomer adaptation to Canadian housing. For the purposes of the RRLIP Project, a **newcomer** is defined as foreign-born individuals, currently residing in Regina (and have not yet acquired Canadian Citizenship).

This checklist was developed to support the enhancement of newcomer knowledge and skills pertaining to Canadian housing. All of the above stakeholders would agree, other quality resources exist, however the content of this checklist reflects the **locally identified** needs and challenges experienced by newcomers in Regina. Although intended for staff and/or volunteers working with newcomer clients, other client groups may benefit from this resource. This checklist resource can be accessed free of charge on the RRLIP project website at www.rrlip.ca and is not intended for resale.

How to Use the Checklist?

Staff and/or volunteers— the checklist contains plain-language, housing-related information, presented in a five day cycle. The visuals are present to reinforce the learning. When facilitating the information, speak clearly, repeat often and demonstrate the tasks whenever possible. If the client is not grasping the content on any given day, be sure to review, review, review! The checklist has been developed as a **support tool** for newcomers and is not meant to cause stress or anxiety. Keep the learning fun, while emphasizing key pieces of information (e.g. fire safety, dangers of unattended water, mould/mildew build-up, etc.).

Additional Information:

Local housing sector stakeholders and others also identified **settlement-related** challenges that surface when newcomers are adapting to Canadian housing. Although not included in the content of this checklist, please be sensitive to these challenges and support where possible, or refer to **local agencies** (e.g. understanding appropriate dress for cold-weather, avoiding scam phone calls, understanding the banking system, etc.).

Photo Acknowledgements/Public Domain:

Every effort has been made to extract images from sources that stated they were in the Public Domain. Should this be found not to be the case, please claim your image by contacting the RRLIP Project at info@rrlip.ca. Acknowledgements are listed on pages 25 -27.

Other Acknowledgements:

Logos of all current **Canadian Housing Advisory Committee** members can be found on page 28. **Many thanks** to all members who dedicated hours and hours to develop the content of this checklist for the community to utilize with newcomer housing clients and others.

DAY ONE

Directions: Circle **all** applicable.

Topic: **Safety**

Visuals

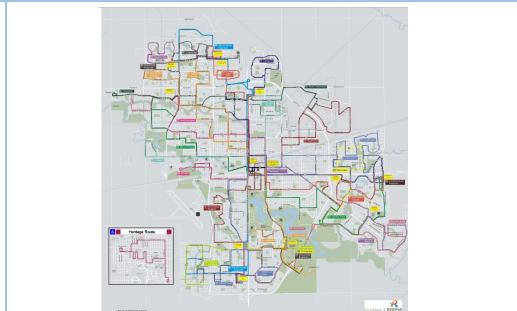
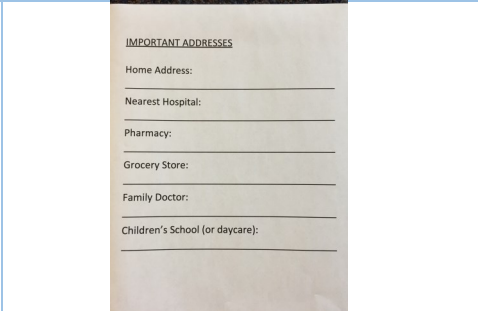
Visuals

Notes

Shown

Client-Mastered

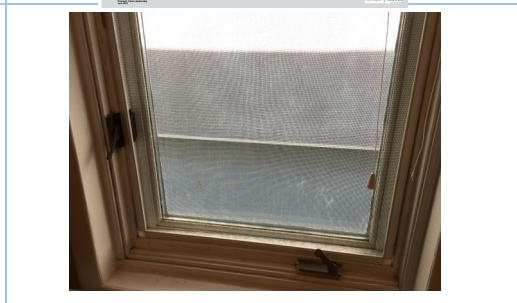
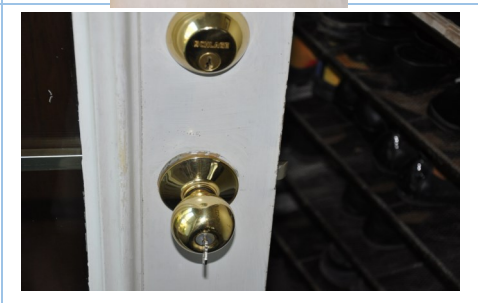
Review important addresses: residence and nearest drugstore, grocery store and medical clinic. Use *Google Maps* if possible.



Shown

Client-Mastered

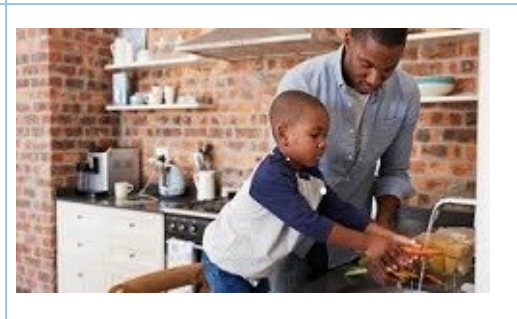
Show how to lock doors and windows. Explain the importance of locked doors and windows.



Shown

Client-Mastered

Explain the importance of supervised children. Emphasize Canadian law.



Shown

Client-Mastered

Show how to turn the lights on and off.



DAY ONE







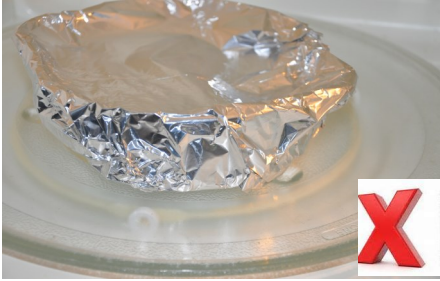

Directions: Circle all applicable.

Topic: **Safety**

Visuals

Visuals

Notes

<p>Shown</p> <p>Client-Mastered</p>	<p>Tell how to contact landlord. Provide examples of why and when contact should be made.</p> <p>*Landlords must provide tenants with emergency contact information. It is the law.</p>			
<p>Shown</p> <p>Client-Mastered</p>	<p><i>Demonstrate basic cooking safety:</i></p> <ul style="list-style-type: none"> • Never leave the kitchen when cooking. • Always cook with a pan lid present (if needed, you can slide the lid over a fire). 			<p>Watch this locally produced fire safety video:</p> <p>https://www.youtube.com/watch?v=HFtGv9ZJo0Q</p>
<p>Shown</p> <p>Client-Mastered</p>	<p><i>Demonstrate basic cooking safety:</i></p> <ul style="list-style-type: none"> • Don't store items in the oven or on the stovetop. • Don't cook directly on the stove burners. 			
<p>Shown</p> <p>Client-Mastered</p>	<p><i>Demonstrate basic cooking safety:</i></p> <ul style="list-style-type: none"> • Never use metal objects in a microwave (e.g. tin foil, twist ties and metal pans). • Clean the oven and stovetop often - to avoid fires. 			

DAY ONE

Directions: Circle **all** applicable.

Topic: **Safety**

Visuals

Visuals

Notes

Shown

Client-Mastered

Demonstrate basic cooking safety:

- Always supervise children while they are around a hot oven or stovetop.
- If a fire happens, leave the building and call 911 (e.g. call from a neighbour’s house or cellphone).



Watch this locally produced fire safety video:
<https://www.youtube.com/watch?v=HFtGv9ZJo0Q>

Shown

Client-Mastered

Demonstrate emergency escape planning and safety:

- All homes require a working smoke alarm. It is the law.
- Smoke alarms and CO2 detectors make a loud noise. Do **not** remove the batteries or disconnect the alarm. A smoke alarm and CO2 detectors can save your life.



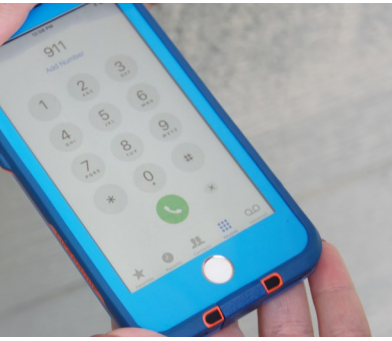
Watch this locally produced emergency escape planning video:
<https://www.youtube.com/watch?v=2xmp6sYqF9k&feature=youtu.be>

Shown

Client-Mastered

Demonstrate emergency escape planning and safety:

- Cooking may cause the fire alarm to sound; open the window if needed.
- Create a fire safety plan and practice with all family members. Always call 911 first if a fire occurs.



DAY ONE

Directions: Circle **all** applicable.

Topic: *Building Rules*

Visuals

Visuals

Notes

Shown

Client-Mastered

Share importance of not letting strangers into the building. Emphasize building rules and safety.

Stress that renters **cannot** invite others to live with them. The landlord must give permission for someone to **move in** or **visit for a long period of time**.

Emphasize it is grounds for **eviction**.



Shown

Client-Mastered

Point out noise restrictions (e.g. expected quiet after 11 p.m.). Demonstrate inside vs. loud voices/ behaviours.



Shown

Client-Mastered

Stress the building's smoking regulations. Discuss possible consequences (e.g. eviction, fire, etc.).



Shown

Client-Mastered

Demonstrate garbage removal and recycling processes (e.g. what, where and how).



Review the City of Regina's recycling list at <https://www.regina.ca/residents/waste/recycle/>

DAY ONE







Directions: Circle all applicable.

Topic: *Building Rules*

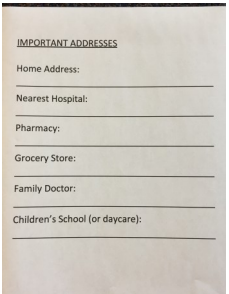
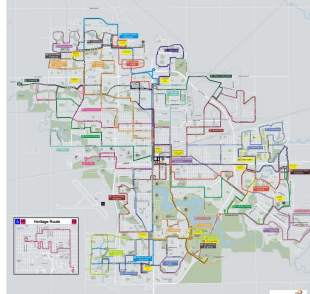


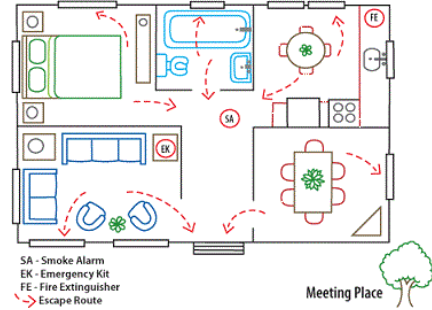



Visuals

Visuals

Notes

<p>Shown</p> <p>Client-Mastered</p>	<p>Stress the danger of unattended running water (e.g. slips/falls, damage to flooring). Demonstrate wiping spilled water.</p>			<p>Local housing sector stakeholders highlighted this challenge. Please stress the danger of unattended running water.</p>
<p>Shown</p> <p>Client-Mastered</p>	<p>Demonstrate sink use (e.g. use of plug, never put grease/fat down the drain, etc.).</p>			
<p>Shown</p> <p>Client-Mastered</p>	<p>Demonstrate use of heating/cooling system (e.g. air conditioner, furnace switch (leave on), and thermostat settings).</p>			

DAY TWO

Directions: Circle all applicable.	Topic: Safety	Visuals	Visuals	Notes
Shown Client-Mastered	Review important addresses: bank, ethnic grocery store, transit system, etc. Use <i>Google Maps</i> if possible.			
Shown Client-Mastered	Explain how and when to contact local police.			<p>Watch this locally produced police video: https://vimeo.com/54308225</p>
Shown Client-Mastered	Review emergency escape planning and safety information. Emphasize the importance of never leaving a burning candle unattended.			<p>Watch this locally produced emergency escape planning video: https://www.youtube.com/watch?v=2xmp6sYqF9k&feature=youtu.be</p>
Shown Client-Mastered	Review the importance of supervised children. Emphasize Canadian law.			

DAY TWO

Directions: Circle all applicable.

Topic: *Kitchen/Bathroom Use and Safety*

Visuals

Visuals

Notes

Shown
Client-Mastered

Review cooking safety information. Demonstrate the general use of all major kitchen appliances: fridge, stovetop/oven, microwave and dishwasher. **This is very important and will require much repetition.**

Discuss when to call the landlord about the appliances (e.g. stove or fridge not working). Stress there may be **wait times.**



Watch this locally produced fire safety video:
<https://www.youtube.com/watch?v=HFtGv9ZJo0Q>

Shown
Client-Mastered

Review the danger of unattended water. Introduce the concept of **not using running water to humidify the home.** Discuss possible damage and liability issues.



Local housing sector stakeholders **highlighted** this challenge. Please **stress** potential **danger** and **damage** associated with unattended running water.

Shown
Client-Mastered

Demonstrate floor sweeping (e.g. place dirt into dust pan and then garbage can, **not** into floor registers).



DAY TWO









Directions: Circle **all** applicable.

Topic: *Kitchen/Bathroom Use and Safety*

Visuals

Visuals

Notes

<p>Shown</p> <p>Client-Mastered</p>	<p>Emphasize the importance of eating at the table. If unable to do so, use a mat/cloth that is picked up afterwards, wiped and washed. Demonstrate possible damage to flooring. Talk about how bugs and rodents can be attracted to food.</p>			
<p>Shown</p> <p>Client-Mastered</p>	<p>Explain and demonstrate the importance of using the shower curtain correctly. Emphasize possible damage if not used correctly or consistently.</p>			<p>Stress damage to floors, mould/mildew build-up and the possibility of slips and falls.</p>
<p>Shown</p> <p>Client-Mastered</p>	<p>Show how to sit on the toilet. Discuss damage to toilet if stood on. Emphasize liability if damage occurs.</p>			
<p>Shown</p> <p>Client-Mastered</p>	<p>Discuss what can and cannot be flushed down a toilet (e.g. diapers, sanitary products, etc.). Show how to use a plunger.</p>			<p>Place the plunger inside the toilet and use an up and down motion until you see the water start to lower.</p>

DAY TWO





Directions: Circle all applicable.

Topic: *Kitchen/Bathroom Use and Safety*

Visuals

Visuals

Notes

<p>Shown</p> <p>Client-Mastered</p>	<p>Show how to use a sink. Discuss the damage to sink if stood or squatted on. Emphasize liability if damage occurs. Provide alternative suggestions for washing feet, if required (e.g. plastic wash basin).</p>			
<p>Shown</p> <p>Client-Mastered</p>	<p>Explain and demonstrate moisture build-up and possible damage to flooring, walls and ceiling (e.g. running water being used to humidify home, unattended running water, hanging wet clothing in home, cooking procedures that use a lot of water, etc.).</p>			<p>Local housing sector stakeholders highlighted this challenge. Please stress potential danger and damage associated with moisture build-up in a home.</p>

DAY TWO

Directions: Circle all applicable.

Topic: *Building Rules*

Visuals

Visuals

Notes

<p>Shown</p> <p>Client-Mastered</p>	<p>Review the building’s smoking regulations. Discuss possible consequences (e.g. eviction, fire, etc.).</p>			
<p>Shown</p> <p>Client-Mastered</p>	<p>Explain the concept of a <i>shared laundry</i> facility. Talk about proper etiquette/protocol when using a shared facility (e.g. quickly removing laundered clothing from machines, abiding by schedule set out by property manager, disposing of garbage, etc.).</p>			
<p>Shown</p> <p>Client-Mastered</p>	<p>Share the importance of being a good neighbour (e.g. no running in the halls, propping open doors, groups gathering in halls/doorways, etc.). Describe good neighbour behaviours (e.g. indoor voices, quiet after 11 p.m., supervised children, responsible for the behavior of guests, etc.).</p>			
<p>Shown</p> <p>Client-Mastered</p>	<p>Communicate the consequences of <u>damaging actions</u> (e.g. writing on the walls, unattended running water, using running water to humidify the air creating moisture/mould, etc.). Damaging actions may lead to physical illness, financial penalties and/or eviction.</p>			<p>Although very similar to previous topics, local housing sector stakeholders highlighted the importance of clients understanding the consequences of damaging actions.</p>

DAY
THREE

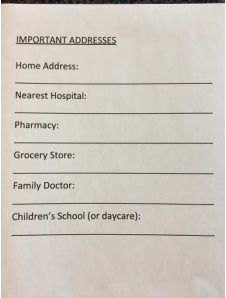
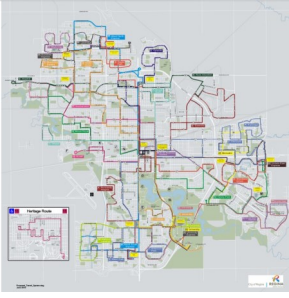


Directions: Circle
all applicable.

Topic: **Safety**

Visuals

Visuals

Notes

<p>Shown</p> <p>Client-Mastered</p>	<p>Review important addresses: Newcomer Welcome Centre, faith-based facilities (if requested). Use <i>Google Maps</i> if possible. Provide a map of the city or download an app on their phone to assist in locating important addresses.</p>			
<p>Shown</p> <p>Client-Mastered</p>	<p>Discuss the safe storage of cleaning supplies and other possibly dangerous items (e.g. knives, long cords, etc.). Emphasize the need for careful storage of dangerous items to keep children safe.</p>			<p>Encourage the use of a locked cabinet for cleaning supplies and other potentially dangerous items.</p>

DAY
THREE

Directions: Circle
all applicable.

Topic: *Kitchen/Bathroom Use and Safety*

Visuals

Visuals

Notes

Shown

Client-Mastered

Review cooking safety information. Demonstrate the general use of all major kitchen appliances: fridge, stovetop/oven, microwave and dishwasher. **This is very important and will require much repetition.**



Watch this locally produced fire safety video:
<https://www.youtube.com/watch?v=HFtGv9ZJo0Q>

Shown

Client-Mastered

Demonstrate the safe storage of **perishable foods** in fridge (e.g. eggs and milk) and the safe storage of **opened dry goods**. Discuss the consequence of opened food items (e.g. attracts bugs, rodents).

Discuss where to store foods such as potatoes and bananas (e.g. cool, dark place).



Shown

Client-Mastered

Show how to clean kitchen counters and appliances.

Show how to clean a toilet (e.g. rubber gloves, disinfecting cleaner, cleaning brush).

Review floor sweeping (e.g. place dirt in dustpan and then garbage can, **not** floor register).

Demonstrate floor mopping.



DAY
THREE

Directions: Circle
all applicable.

Topic: *Laundry Use and Safety*

Visuals

Visuals

Notes

Shown

Client-Mastered

Demonstrate washing machine and dryer use.

Show how to clean the dryer lint trap and drain the washing machine hose (if applicable).



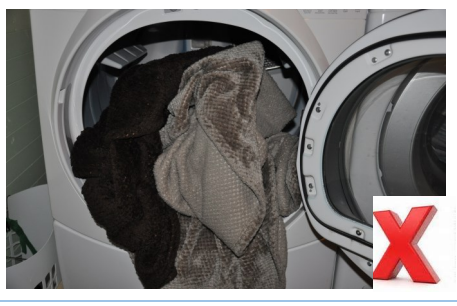
Watch this locally produced fire safety video:

<https://www.youtube.com/watch?v=HFtGv9ZJo0Q>

Shown

Client-Mastered

Demonstrate the danger of overloading washers/dryers.



Shown

Client-Mastered

Discuss hanging clothes to dry (e.g. when and how to do so).

Review the importance of not creating too much moisture (e.g. damage to walls, floor, ceilings and possible health implications resulting from mould/mildew exposure).



Local housing sector stakeholders **highlighted the damaging consequences of moisture build-up.**

DAY
THREE

Directions: Circle
all applicable.

Topic: *Building Rules*

Visuals

Visuals

Notes

Shown

Client-Mastered

Review the importance of being a good neighbour (e.g. no running in the halls, propping open doors, groups gathering in halls/doorways, etc.).

Describe good neighbour behaviours (e.g. indoor voices, quiet after 11 p.m., supervised children, responsible for the behavior of guests, etc.).



DAY
FOUR

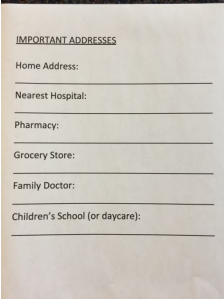
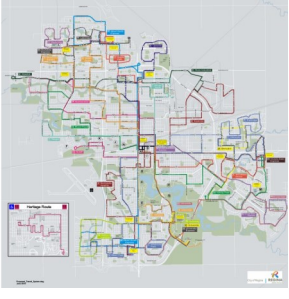






Directions: Circle
all applicable.

Topic: **Safety**

Visuals

Visuals

Notes

<p>Shown</p> <p>Client-Mastered</p>	<p>Review all important addresses from previous days. Discuss other important addresses identified by the housing client.</p>			
<p>Shown</p> <p>Client-Mastered</p>	<p>Review how to lock doors and windows. Explain the importance of locked doors and windows.</p>			
<p>Shown</p> <p>Client-Mastered</p>	<p>Demonstrate that windows can be opened when at home, if screened. Tell how screens keep out insects.</p> <p>Demonstrate that windows can freeze over in winter. Provide examples to demonstrate when to open a window (e.g. hot day, require ventilation).</p>			
<p>Shown</p> <p>Client-Mastered</p>	<p>Discuss bedbugs. Provide examples of how to avoid bedbug infestation. Provide encouragement and information if client is facing a bedbug infestation.</p> <p>Discuss how to avoid infestations of rodents and other bugs (e.g. keep surfaces clean, doors closed, etc.).</p>			<p>http://www.rqhealth.ca/departement/environmental-health/bed-bug-information</p>

DAY
FOUR



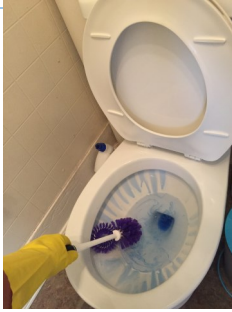



Directions: Circle
all applicable.

Topic: *Kitchen/Bathroom Use and Safety*

Visuals

Visuals

Notes

<p>Shown</p> <p>Client-Mastered</p>	<p>Review the danger of unattended water. Introduce the concept of <u>not using running water to humidify the home.</u> Discuss possible damage and liability issues.</p> <p>Discuss the safe use of a humidifier. Demonstrate <i>overuse</i> issues (e.g. condensation, mould/mildew build-up).</p>			
<p>Shown</p> <p>Client-Mastered</p>	<p>Review safe bathroom and kitchen cleaning techniques. Always encourage the use of rubber gloves when using cleaning products.</p>			
<p>Shown</p> <p>Client-Mastered</p>	<p>In a plumbing or other home maintenance situation, explain that renters <u>must call</u> the landlord; home owners can make their own decision.</p> <p>Discuss when to call the landlord regarding kitchen/bathroom issues (e.g. plugged toilet/sink, water issues, etc.).</p>			

DAY
FOUR







Directions: Circle
all applicable.

Topic: *Laundry Use and Safety*

Visuals

Visuals

Notes

<p>Shown</p> <p>Client-Mastered</p>	<p>Review lint trap cleaning and washing machine hose drainage (if applicable). Stress the importance of both and provide examples (e.g. built-up lint can lead to machine not working or possibly a fire, washing machine hose drainage is important to avoid water overflow and clothes smelling).</p>			
<p>Shown</p> <p>Client-Mastered</p>	<p>Review the importance of not creating too much moisture in the air. Hanging clothes, spilled water and unattended running water can lead to mould/mildew build-up. Discuss the possible dangers to health and damage to the residence.</p>			
<p>Shown</p> <p>Client-Mastered</p>	<p>In a plumbing or other home maintenance situation, explain that renters must call the landlord; home owners can make their own decision.</p> <p>Review when to call the landlord regarding kitchen/ bathroom issues (e.g. plugged toilet/sink, water issues, etc.).</p>			

DAY
FOUR

Directions: Circle
all applicable.

Topic: *Outdoor Care*

Visuals

Visuals

Notes

Shown

Client-Mastered

If applicable, discuss the importance of clearing snow from steps, driveway and city sidewalks. Demonstrate if possible.



Shown

Client-Mastered

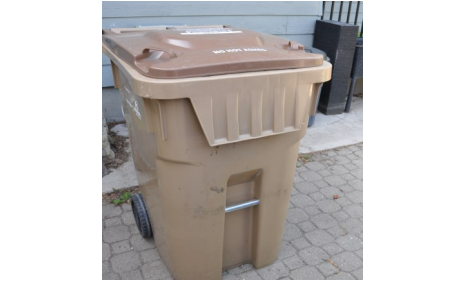
Stress the importance of being a good neighbour by keeping the outside of a home tidy (if applicable). Provide examples of outdoor care and consideration (e.g. picking up litter, mowing the lawn regularly, etc.).



Shown

Client-Mastered

Review garbage and recycling methods. If home pick-up is applicable, demonstrate how to do both.



Review the City of Regina's recycling list at <https://www.regina.ca/residents/waste/recycle/>



DAY FIVE

Directions: Circle **all** applicable.

Topic: **Safety**

Visuals

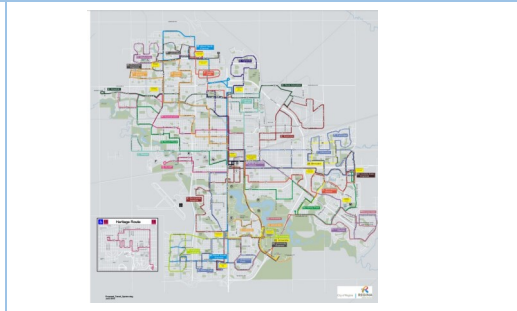
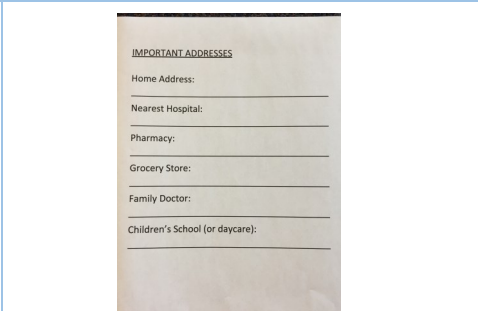
Visuals

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Client-Mastered

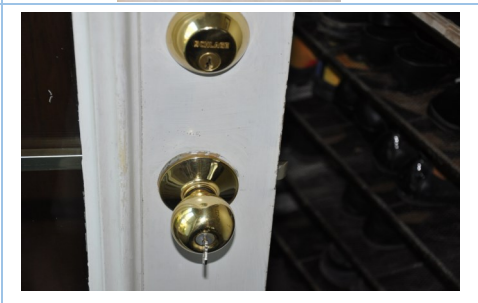
Review important addresses from previous days.
Discuss other important addresses identified by the housing client.



Shown

Client-Mastered

Review how to lock doors and windows. Explain the importance of locked doors and windows.

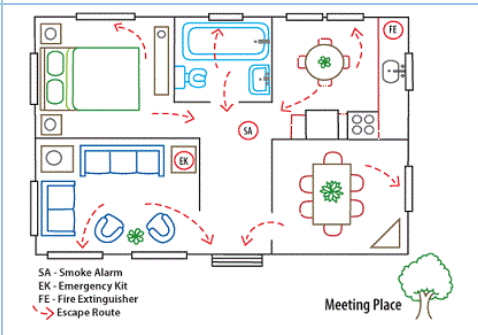


Shown

Client-Mastered

Review emergency escape planning and safety information.

Emphasize the importance of never leaving a burning candle unattended.



Watch this locally produced emergency escape planning video:

<https://www.youtube.com/watch?v=2xmp6sYqF9k&feature=youtu.be>

DAY FIVE








Directions: Circle all applicable.

Topic: *Kitchen/Bathroom Use and Safety*

Visuals

Visuals

Notes

<p>Shown</p> <p>Client-Mastered</p>	<p>Review water use (e.g. showers, cooking, cleaning). Emphasize the danger of unattended water. Explain the consequences of too much moisture in the home.</p>			
<p>Shown</p> <p>Client-Mastered</p>	<p>Review safe storage of perishable foods in fridge (e.g. eggs and milk) and the safe storage of opened dry goods. Discuss the consequence of opened food items (e.g. attracts bugs, rodents).</p>	 		
<p>Shown</p> <p>Client-Mastered</p>	<p>Review appliance use, particularly oven and stove top usage. Emphasize safe cooking methods (e.g. never leave pots unattended, don't store pots/pans in the oven, etc.).</p>			

DAY FIVE


Directions: Circle all applicable.

Topic: **General Maintenance**

Visuals

Visuals

Notes

<p>Shown</p> <p>Client-Mastered</p>	<p>Review how to contact landlord. Provide examples of why and when contact should be made.</p> <p>Emphasize the need to discuss repairs or changes to the home with the landlord.</p>			
<p>Shown</p> <p>Client-Mastered</p>	<p>Demonstrate how to change a furnace filter (if applicable). Explain the importance of doing so (e.g. helps keep home clean and less dusty, may help family members avoid allergies, may prevent fires).</p>	<p>Time to change the filter</p> 		
<p>Shown</p> <p>Client-Mastered</p>	<p>Demonstrate how to clean windows from the inside (outside as well, if applicable).</p>			
<p>Shown</p> <p>Client-Mastered</p>	<p>Review outdoor maintenance examples (if applicable).</p>			

DAY FIVE



Directions: Circle all applicable.

Topic: *Good Neighbour*

Visuals

Visuals

Notes

<p>Shown</p> <p>Client-Mastered</p>	<p>Review and emphasize the importance of being a good neighbour (e.g. no running in the halls, propping open doors, groups gathering in halls/doorways, etc.).</p> <p>Describe good neighbour behaviours (e.g. indoor voices, quiet after 11 p.m., supervised children, responsible for the behavior of guests, etc.).</p>			
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Staff and/or volunteers - **thank you** for facilitating this **Checklist**. There are a few final points to share with the client, aimed at renters only.

If you rent, be sure to review your rental agreement: **Helpful video to watch:** <https://youtu.be/G5hdm7OqFzA>

- Know when your agreement starts and ends.
- Understand what a security deposit is and how much you have to provide.
- Know that regular apartment inspections will occur.
- Understand that if you are unhappy with the landlord or apartment, you cannot withhold rent. You must pay your rent on time.
- As a renter in an apartment, townhouse or detached house, understand who is responsible for outdoor maintenance. Your agreement should include this information.
- Understand the rules around pets.
- Always communicate in writing between you and your landlord (e.g. email, letter). Keep track of all communication with your landlord.

Page #	Photo Acknowledgement
3	<ul style="list-style-type: none"> ● RRLIP staff members; Photos 1, 2, 3, 4, 7, 8 ● Public Domain; Silhouette of Family; Dreamstime.com; Photo 5 ● Public Domain; The Importance of Life Skills-Based Education; learningliftoff.com; Photo 6
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9	<ul style="list-style-type: none"> ● RRLIP staff members; Photos 1, 2, 3, 4, 5,6 ● Public Domain; vector images (X and checkmark); Photos 5, 6

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14	<ul style="list-style-type: none"> ● RRLIP staff members; All Photos ● Public Domain; vector images (x and checkmark); Photo 3
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24	<ul style="list-style-type: none"> ● Same as page 14 acknowledgements above

◆ Regina Housing Authority



◆ Sask. Landlord Association



◆ Sask. Housing Corporation



◆ Regina Open Door Society



◆ The Salvation Army



◆ Regina Immigrant Women Centre



◆ YWCA



◆ Justus Smith, REALTOR®



◆ Catholic Family Services



◆ Phoenix Residential Society



◆ Assemblée Communautaire Fransaskoise



◆ Office of Residential Tenancies



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