

# Maya HTT

## 1100 Atwater

1100 Atwater Ave, Suite 3000, Westmount, Quebec H3Z 2Y4



Maya HTT

[mayahtt.com](http://mayahtt.com)





# Opening Hours & Access

## Address

1100 Atwater Ave, Suite 3000,  
Westmount, Quebec H3Z 2Y4

Office phone: 1-800-343-6292 / 514-369-5706

Building phone: 514-905-1100

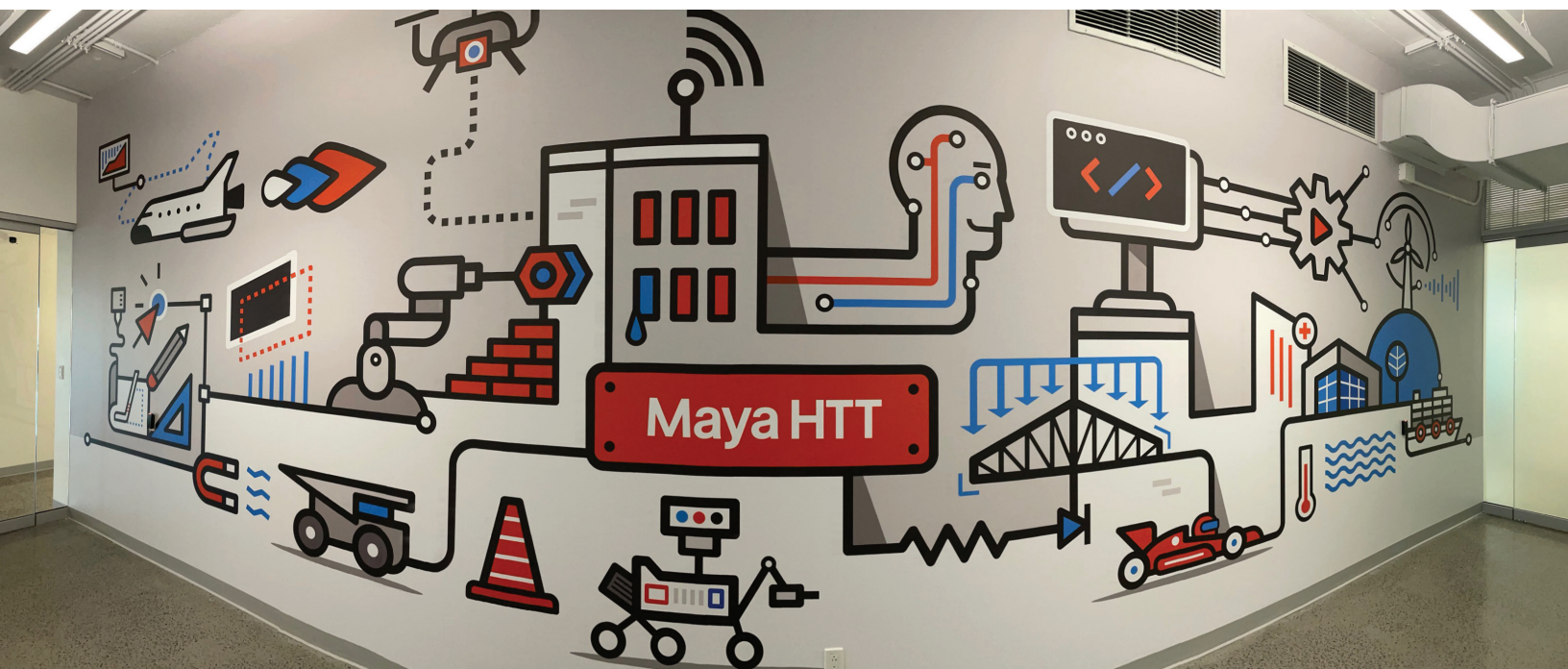
## Monday to Friday

Office Hours: 7:00 a.m. to 6:00 p.m.

Building Hours: 7:00 a.m. to 10:00 p.m.

## Building Access

- No access code needed, just swipe your card.
- Problems with your card? Create an IT ticket.
- Visitors must sign in at the security desk.
- Outside office hours, please contact the Office Manager.
- Outside building hours, ring security at the main entrance.



# Getting Here

## Public Transit

### Metro



Green line and Orange line:

- Atwater is across the street.
- Lionel-Groulx is a 9-minute walk.

### Bus



Many stops within walking distance:

- 15, 57, 63, 90, 108, 144, 350, 354, 356, 360, 371

### Train



From Vendôme train station:

- 14-17 minutes by Bixi, bus (90 or 104), or metro

## Driving & Parking

### Car



- Easy access to highways 720 & 15
- Multilevel parking at 4040 Tupper

### 2021 Parking Rates

- Monthly\*: \$165 plus tax
- Daily: \$15

\* Contact the Office Manager.

## Two Wheels

### Bike & Bixi



- Use the secure, fenced-in bicycle racks in the building's garage.\*
- Enter the garage via Tupper street, using your access card.
- A personal bicycle lock is required.
- Several Bixi stations are nearby.

\* Speak to the Office Manager for access.

## Worked up a sweat?

Rinse off and freshen up after your jog, ride or workout!

- You'll find 4 individual shower rooms, each with a sink and toilet, at the garage level of the building.



# Reception

### Take the elevator to the third floor.

- There is no stair access.
- Use the left door to enter the reception and cloakroom.

- Swipe your access card before pushing on the door. If you don't have your card, ring the bell.
- Boots must be removed and stored in the cloakroom.
- To exit the office, press the green button before pushing the door.



# Collaborate & Concentrate

## Spaces

- 9 Focus rooms
- 5 Conference rooms
- 2 Training centres
- 2 Print stations
- 1 Large meeting area

## WiFi

Guests and cellphones:

- Network: MayaHTT\_Guest
- Password: Welcome2MayaHTT#

Mayan laptop? Connect to the company network.

## Where's My Whiteboard?

Now you can write directly on (some of) the walls!

- Training centers
- All conference rooms
- The three large open areas



## Alcoves & Focus Rooms

### Tired of working at your desk?

Stretch your legs and head over to work from one of the alcoves.

### Need privacy for an important call?

Reserve a focus room (phone booth) through Tribeloo, our reservation system.



## Rooftop Terrace

Get some fresh air! The rooftop terrace is open during business hours.

- Access from the 7th floor
- Max. 60 people
- Surveillance cameras
- Non-smoking
- Tables, chairs, and bins



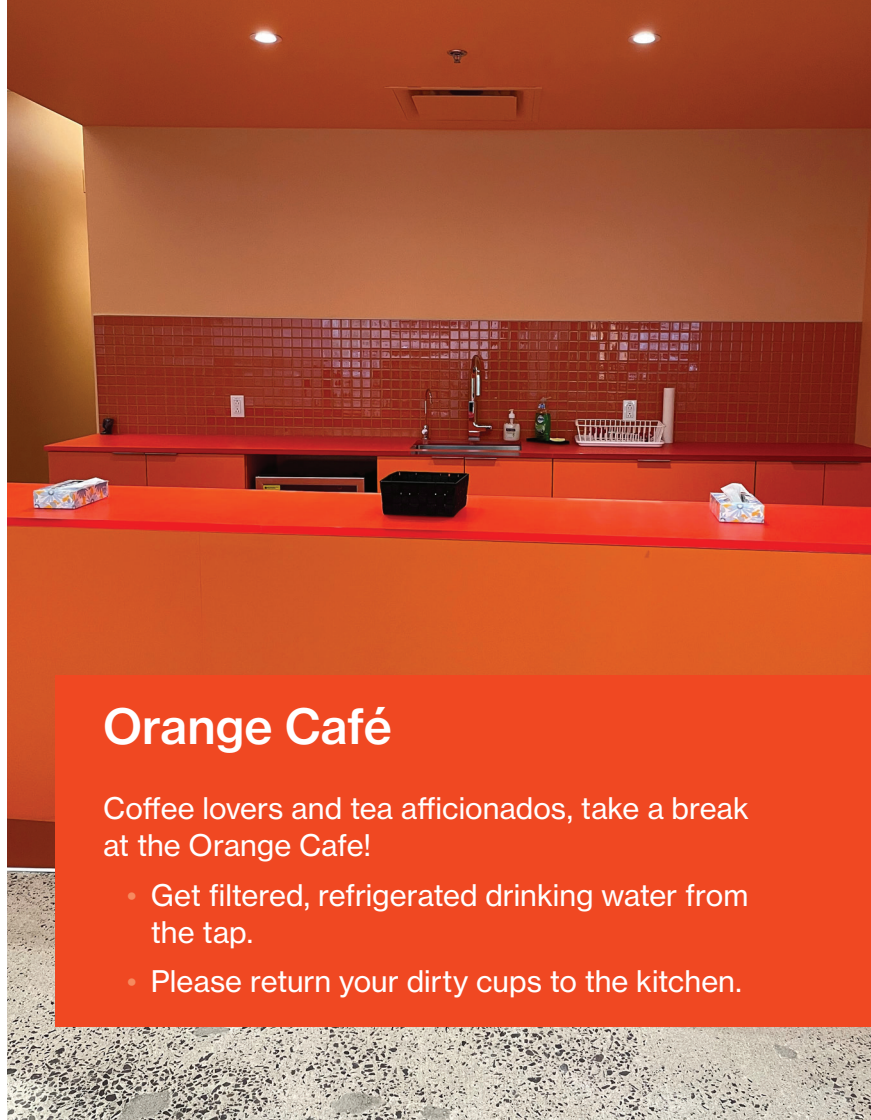
# Food & Drink

## Kitchen

You are encouraged to join your fellow Mayans for lunch! Please don't eat meals at your desk.

There's lot's of space, plus:

- 2 Fridges
- 6 Microwave ovens
- 2 Dishwashers
- Tap with filtered, refrigerated water
- Coffee machines
- Unlimited tea
- Lounging area



## Orange Café

Coffee lovers and tea aficionados, take a break at the Orange Cafe!

- Get filtered, refrigerated drinking water from the tap.
- Please return your dirty cups to the kitchen.



# In the Area

Welcome to an inspiring and stimulating neighborhood only minutes from downtown!

## Grocery stores

- Adonis
- IGA

## Gyms

- EconoFitness
- B.cycle Westmount
- Report Fitness
- Fit and Fabulous

## Pharmacy

- Pharmaprix

Plus, many cafes, restaurants and bistros.

[See more!](#)

# Floor Plan



## Department Legend

- ADMINISTRATION
- FINANCE
- HUMAN RESS.
- IT
- LEGAL
- SALES
- COMMUN SPACES
- PAIE

## Washrooms

- The main washrooms are next to reception.
- Additional washrooms are in the kitchen area.

The office is also equipped with an infirmary.



# Evacuation Procedure



In an emergency:

**DO NOT USE ELEVATORS**

## People requiring assistance

Some people need help to evacuate during an emergency. If this is your case:

- Inform your designated attendant of your presence in the office.
- Familiarize yourself with the evacuation procedures.
- Ask a member of the emergency evacuation team (contact list available).

In the event of an emergency, a member of the emergency evacuation team will send your information to Fire Services. This information is confidential and will not be posted. It will be used strictly for emergency evacuations.

## Planning & preparation

Know the location of the nearest:

- Fire extinguishers
- Manual fire alarm pull stations
- Exits and alternate evacuation routes

## In case of fire or fire alarm

- Remain calm.
- Activate the manual fire alarm pull station.
- Try to extinguish the onset of the fire with a portable extinguisher only if your health and safety is not in danger.
- Listen to instructions.
- Prepare for evacuation.
- Leave via the nearest emergency exit.
- Do not use the elevator.
- Go to the **Evacuation Assembly Area** (see map) and wait for instructions.

It is critical that you follow the instructions given by the emergency evacuation team to ensure the evacuation is conducted safely.





**Welcome back!**



**Maya HTT**

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