

# Background and Event Log

fire safety, health and safety, risk/hazard assessment

- 2014 Engineers and building plan review
- Winter 2018 Operational Review & Building committee work review  
Winter 2019 CCWN policy review and practices
- January 2019 Troy Inspection – yearly inspection booked  
Feb 2019 Staff H&S building review/walk through  
March 2019 Consolidation of board presentation – asset preservation  
Board directive to meet with building committee  
Upload presentation materials to Board portal  
Meeting with building committee – review, initial recommendations drafted
- April 2019 Board report/direction - do fire safety, health and safety, risk/hazard assessment – **in progress**  
Boiler Inspection and Insurance Company – review of boiler system compliance – **done**  
Troy fire safety and sprinkler – annual inspection conducted and follow up required – **done**  
One Fire extinguisher needs replacement – **done**  
  - Inspection scheduled – **done** \$320.00pd  
Lincoln Fire Dept. – Fire Safety inspection conducted – **done**  
Workplace Safety and Prevention – inspection conducted– **done**  
Joint Access Advisory Committee – contacted for accessibility consultation - **pending**
- May 2019 Risk/Hazard assessment – facilitators explored and one identified– **done**  
  - Overview of assessment objectives with staff and volunteer team– **done**
  - Framework explained and time give for them to provide individual feedback– **done**
  - Facilitator booked for group review on May 24<sup>th</sup> – **in progress**
  - Report compilation – target mid June- **pending**

Troy Sprinkler:

Identify purpose of hole in fire exit staircase by warehouse – **done**, to be filled  
 Review sprinkler situation over the Fridge and Freezer – **done**, ceiling tile installed  
 5 Year internal inspection scheduled– May 6<sup>th</sup> 8am - **done** \$500  
 Clarify – is the Sprinkler Backflow Preventer a requirement or recommendation - \$5000 *not imminent*  
 Update inspection report to show deficiencies taken care of -  
 Van fire extinguisher – Quote received and on order – **in progress** \$70

Lincoln Fire Department:

Inspection conducted free of charge – **done** (\$250)  
 Trevor to review of our building classification – impacts our requirements – **in progress**  
 May be required to close all doors at top/bottom of fire exits – could then be a health/safety issue  
 Clear top shelves on main floor – signage made and posted **in progress**  
 Clear top shelves on 2nd floor – **in progress**  
 Clear North side external drain pipe - **done**  
 Ceiling Tile needed by Walk in Freezer at back where there is a gap – **done**  
 Move tables away from door in warehouse - **done**  
 Fire Extinguisher in kitchen – needs brackets – **done**  
 External Firehose connection – paint red - **done** \$10  
 Complete the replacement of ceiling tiles – ceiling tiles left are connected to the lighting needs we have  
 Fire Exit Doors and Frames - **replacement required** \$6-8000 *implication*

Van: Backup beeper system installation– **in progress** \$400

Workplace Safety and Prevention Services

Order new Code book - **done** \$40  
 Review materials online and work through each tab – **in progress**  
 Institute sign in and out process for all people coming and going – for emergency roster - **done**

Wayne Moore Electrical:

Lights and Ballasts work – some already taken care of – more to do...– **in progress**  
 \*quote received \$650.00 to complete the job

Ceiling Tiles needing replacement

6 needed 24 done

Ballasts/Lights needing replacement

5 complete 7 more quoted

Light Covers needing installation

7 needed 3 done

\*quote received \$650.00 to complete the job – Carole reviewing quote

Vent Covers needed

2 done

Outside Paint yellow corner- **pending**  
 Fix cracks in concrete- **pending**

Updated – May 6, 2019