

# Background and Event Log

fire safety, health and safety, risk/hazard assessment

|              |  |  |
|--------------|--|--|
| 2013         | Front overhang/canopy to be removed per board motion   |  |
| 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<br>Board directive to meet with building committee<br>Upload presentation materials to Board portal<br>Meeting with building committee – review, initial recommendations drafted  |  |
| April 2019   | Board report/direction - do fire safety, health and safety, risk/hazard assessment – <a href="#">in progress</a><br><br>Boiler Inspection and Insurance Company – review of boiler system compliance – <a href="#">done</a><br>Troy fire safety and sprinkler – annual inspection conducted and follow up required – <a href="#">done</a><br>One Fire extinguisher needs replacement – <a href="#">done</a> <ul style="list-style-type: none"><li>• Inspection scheduled – <a href="#">done</a> \$320.00pd</li></ul> Lincoln Fire Dept. – Fire Safety inspection scheduled/conducted – <a href="#">done</a><br>Workplace Safety and Prevention – inspection scheduled/conducted– <a href="#">done</a><br>Joint Access Advisory Committee – contacted for accessibility consultation - <a href="#">in progress</a>  |  |
| May 2019     | Risk/Hazard assessment – facilitators explored and one identified– <a href="#">done</a> <ul style="list-style-type: none"><li>• Overview of assessment objectives with ED, staff and volunteer team– <a href="#">done</a></li><li>• Framework explained and time give for them to provide individual feedback– <a href="#">done</a></li><li>• Facilitator booked for group review on May 24<sup>th</sup> – <a href="#">done</a></li><li>• Report compilation – target end of June- <a href="#">in progress</a></li></ul><br>Van: Backup beeper system installation – <a href="#">done</a> \$400  |  |
| Outside:     |  |  |
|              | Swing gate – needs maintenance and painting - <a href="#">done</a><br>Front door – needs maintenance and painting - <a href="#">done</a><br>Wooden Walkway is broken and needs removal – <a href="#">done</a><br>Step/stairs broken need replacement – <a href="#">done</a> <ul style="list-style-type: none"><li>○ Consult Rose Luppino as it relates to her fire escape – <a href="#">done</a> \$200</li></ul><br>Fence between CCWN and Fraccioni residence needs replacement <ul style="list-style-type: none"><li>○ Consult John Fraccioni as it affects his property – <a href="#">in progress</a> \$ TBD</li><li>○ Follow up required – tbd</li></ul><br>Front overhang/Canopy inspection - <a href="#">done</a> <ul style="list-style-type: none"><li>○ Short term - Sections need replacement, drainage spout, roof inspection \$ TBD</li></ul><br><br>Paint yellow corner- <a href="#">pending</a><br>Paint parking lines - <a href="#">pending</a><br>Fix cracks in concrete- <a href="#">in progress</a> |  |

#### Troy Sprinkler:

Identify purpose of hole in fire exit staircase by warehouse – **done**, 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 - **done**  
Van fire extinguisher – Quote received and on order – **done** \$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
- May be required to close all doors between main and expansion – could then be a health/safety issue

Clear top shelves on main floor – signage made and posted **done**  
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*

#### Workplace Safety and Prevention Services

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

#### 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

#### Ballasts/Lights needing replacement

5 complete      7 more quoted

#### Light Covers needing installation

7 needed      3 done

#### Ceiling Tiles needing replacement

6 needed      24 done

#### Vent Covers needed 2 **done**

Updated – May 6, 2019/ June 6<sup>st</sup> 2019