

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
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 scheduled/conducted – [done](#)
Workplace Safety and Prevention – inspection scheduled/conducted– [done](#)
Joint Access Advisory Committee – contacted for accessibility consultation - [in progress](#)
- May 2019 Risk/Hazard assessment – facilitators explored and one identified– [done](#)
- Overview of assessment objectives with ED, staff and volunteer team– [done](#)
 - Framework explained and time give for them to provide individual feedback– [done](#)
 - Facilitator booked for group review on May 24th – [done](#)
 - Report compilation – target end of June- [in progress](#)
- Van: Backup beeper system installation – [done](#) \$400
- Outside:
- Swing gate – needs maintenance and painting - [done](#)
Front door – needs maintenance and painting - [done](#)
Wooden Walkway is broken and needs removal – [done](#)
Step/stairs broken need replacement – [done](#)
- Consult Rose Luppino as it relates to her fire escape – [done](#) \$200
- Fence between CCWN and Fraccioni residence needs replacement
- Consult John Fraccioni as it affects his property – [in progress](#) \$ TBD
 - Follow up required – tbd
- Front overhang/Canopy inspection - [done](#)
- Short term - Sections need replacement, drainage spout, roof inspection \$ TBD
- Paint yellow corner- [pending](#)
Paint parking lines - [pending](#)
Fix cracks in concrete- [in progress](#)

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 \$500
 5 Year internal inspection scheduled– May 6th 8am - done \$5000 *not imminent*
 Clarify – is the Sprinkler Backflow Preventer a requirement or recommendation -
 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 \$10
 External Firehose connection – paint red - done
 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 6st 2019