



City of Toronto Senior Services & Long-Term Care

2022 Capital Maintenance Plan MoHLTC Review Submission

Cummer Lodge – Flooring Replacement Project

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Project Summary

1. Maintenance Projects Overview

Cummer Lodge, located in North York, is a Long-Term Care home operated by the City of Toronto and home to 391 residents.

As part of an annual capital maintenance plan, the City plans to conduct several repairs and upgrade projects in order to upgrade and modernize the facility, and keep the building and grounds in a state of general good repair.

The 2022 Capital Maintenance Plan (interior projects) for Cummer Lodge includes:

Interior Projects:

- Flooring Replacement (3rd Floor North)

Work is to begin following Ministry approval of the plans and completion of the City of Toronto tendering process. From the time the contract has been awarded it is anticipated that the project would take approximately 4 months.

2. Interior Projects – Detailed Descriptions

The purpose of this project is to replace damaged and worn existing vinyl composite tile / vinyl sheet / carpet / epoxy flooring and wall base in the following rooms on 3th floor north portion:

- Replace existing vinyl composite tile flooring and base in 43 residents' bedrooms with new linoleum flooring and cove base;
- Replace existing sheet vinyl flooring and base in 39 residents' ensuite washrooms with new safety vinyl sheet flooring and cove base;
- Replace existing vinyl composite tile flooring and base in Corridors (N301, N328, N332, N338, N339A/B and N358A/B) with new linoleum flooring and cove base;
- Replace existing vinyl composite tile flooring and base in the following rooms with new linoleum flooring and cove base: Dining Room (N325/N326 with Lobby-N327), Nursing Station, Charting and Medical Supply (N329/N329A), Office (N323), Housekeeping (N333), Reading Room (N337), TV Lounge (N335), Family & Resident Lounge (N340), Activity Room (N353 with Kitchen-N353A), Day TV Room (N354), Storage (N357), Clean Linen (N378) and Soiled Utility (N379);
- Replace existing epoxy flooring in Tub/ Shower room (N320, N355 and N355A/B) with new epoxy flooring.
- Replace existing carpet and base in Head Nurse (N330) with new linoleum flooring and cove base;

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As part of the contract, Contractor will be required to complete the work in each room within one work day. There will be no overnight work or relocation of residents required.

Environmentally friendly, low odor glue will be exclusively used to protect the health of residents and staff.

This project will not require any structural changes, only the existing flooring will be replaced, as it is the focus of this project.

The work area will be inspected by the Home's Building Service Manager or delegate to ensure safety and a satisfactory level of cleanliness.

OPERATIONAL PLAN

1. Overview of Project

Phasing

As outlined in the Project Summary, the maintenance projects will have several disruptions to the operation of the home, due to restricting the usable area of flooring. To minimal disruptions, a detailed phasing plan will be required, please refer to "Special Considerations".

All work within this project will be comprehensively scheduled with the Home prior to start-up on site. Contractors will be required to adhere to this schedule for the durations of the work. No work shall be left in an unfinished state at days end. All areas of work should be made safe and completely operational at the end of each day's work.

Permits/ Approvals

This project will not require building permits.

Hours of Work

The above mentioned work will take place during regular working hours as defined in the Project Specification and as determined by the Building Services Manager: 8:00 a.m. to 5:00 pm. and effective sequencing of work must be considered for any unanticipated event.

Anticipated Timelines

It is anticipated that this project will begin on or around October, 2022, and be completed by April, 2023.

Special Considerations

Contractor will coordinate area of work with the Home.

Resident Services Manager will plan and oversee all resident activities. Resident activities will be relocated to a suitable location depending on daily scheduled work.

Work to be completed within resident rooms (flooring replacement) will be required by the contract to be completed within one work day per resident room. Therefore no relocation of residents is required. The Contractor will have to determine how many resident rooms can practically be completed per day.

Construction and demolition in corridor shall be coordinated to reduce the impact the general day to day function of the Home. The condition of the flooring replacement shall be made good at the end of each day such that staff and residents can maintain normal use of the facilities.

Contractor shall maintain access to one shower/tub room and two washrooms per resident zone at all times for the duration of work in the above outlined areas.

This work is anticipated to happen during the pandemic time of COVID-19. The contractor shall ensure to follow all of City of Toronto, Cummer Lodge, Ministry of Health & IPAC requirements regarding pandemic measures. Policies regarding COVID-19 may be adjusted at time to suit latest paradigms regarding COVID-19. The contractor shall co-ordinate with the home to minimize any potential impact to residents, construction staff and facility staff.

2. Administration

The home is administered by Hao Chau, who will be assisted during this project by the home's staff, particularly Moshsha Charles, Manager of Building Services.

The Home is supported divisionally by Riaz Shaikh Manager of Capital/Facilities Services, Ravi Nair Supervisor of Capital Projects & the architect for the project is Montgomery Sisam Architects Inc.

In order to facilitate effective and timely communication the following protocols will be in-place:

- Bi-weekly check-in meetings with home, divisional project lead, project architects and contractors on project start.
- Weekly check-in meetings with home, divisional project lead, project architects and contractors when site work commences.
- Administrative rounds with the Manager Building Services and union co-chair of the OH&S Committee as required.

3. Communication

Before construction begins, a start-up meeting will be held with the contractor and home staff, outlining the requirements imposed on contractors working in a Long-Term Care environment, and protocols that the contractor will be expected to follow. The Home will provide an orientation –training date for the contractor prior to the start of the project.

During the project there will be meeting held every two weeks or as required with all those involved in the project to discuss the progress as well as any issues arising. Any and all health and safety issues will be addressed in meetings and communicated promptly to the contractor to be resolved immediately. Repeated health and safety violations will not be tolerated.

All issues with respect to both resident and staff safety will be identified with staff involvement and will be communicated through both informal and formal meetings.

- The Residents' Council as well as residents and families will be kept informed.
- All staff will be informed via departmental meetings.
- A formal communication plan will be developed for the purpose of reporting issues on a timely basis to enable prompt follow up.
- The Administrator or delegate will notify the Ministry of Health & Long-Term Care Regional Office when work is about to begin.

4. General Safety Measures

Name of person assigned to monitor safety: Josie Ferraro, Manager of Building Services.

Safety requirements will be communicated to the contractor at project startup and monitored continuously. The general contractor will be responsible for project safety and will assume the role as "constructor" as defined by the OHSA.

The Home's Health and Safety monitoring will be done by the Manager of Building Services and the Joint Health and Safety Committee. Areas under construction will be kept off limits for the safety of residents and staff.

All areas of work will be separated from building users and visitors using barricades and/or hoarding as required as to the satisfaction of the Building Services Manager and the Architect.

Each area will be cleaned of debris and construction material frequently during each day and thoroughly cleaned at shift end.

A. Barriers / Tool and Equipment Storage

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The contractor must provide temporary measures to ensure all work areas, for all projects, are secure from residents between all working areas and resident spaces. Dust protection must be incorporated to protect residents and resident spaces from dust exposure. Tools and equipment must not be left in areas accessible to residents and must be locked in a secure location when unattended. All tools and equipment shall be stored in a secured location as coordinated with the Building Service Manager.

B. Alarms

All door alarms, fire alarms and nurse call devices will operate normally in all areas of the home during renovation period. Should it be necessary to temporarily bypass a fire zone, a manual fire watch will be required. All fire zones will be restored to full operation at the end of each construction day.

C. Water Shutoff

It is not anticipated that any building water shut-offs will be required for this project – only localized freezing. If required Contractor will need shut-off water that affects residents, 48 hours' notice will need to be provided. Any water-shut off affecting residents (if required) will only be during the day and to be minimized as much as possible.

D. Housekeeping / Cleanliness

The contractor shall keep all construction areas clean of construction debris and waste throughout the day. Housekeeping routines will be adjusted to maintain an acceptable level of cleanliness. Housekeeping hours will be adjusted, if required, to keep up with the increased demand.

E. Transporting Construction Materials

Construction deliveries will be delivered to specific area as coordinated with the Building Service Manager. All materials that are to be transported throughout the building shall be transported by routes as informed by the Building Service Manager. If required to transport goods and equipment to floor levels not accessible from grade level, the Contractor shall use a dedicated elevator and must coordinate with the home timelines for elevator use to cause minimal disturbances to the home.

5. Emergency Plan / Life Safety Plan

In general, this work does not affect the overall supply of electricity or natural gas to the home but there may be electrical panel shut downs – but completed on off hours.

Although work on this project should not cause a disruption to any essential services, if such a disruption were to occur the home Emergency Measures Plan would be put into effect. The plan has measures that compensate for loss of essential services.

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In order to ensure the smooth implementation of the Emergency Measures Plan, the Administrator, Assistant Administrator and the Building Services Manager will review the plan and become comfortable with it before work commences on this project.

6. Resident Home Areas

Resident home areas will be impacted by the project to replace flooring.

Flooring replacements in resident's rooms and en-suite washrooms shall be completed in one working day with the resident returned to their room by the end of day. There will be no overnight work in resident rooms.

To ensure privacy and safety and safety of care:

- Residents in rooms under construction will be relocated within their own unit as deemed necessary during the renovation, with minimal disruption to the residents.
- Residents' activities scheduled will be relocated if necessary, during the renovations. Cots will be made available for rest if needed.
- Resident Services Manager will plan and oversee all resident activities.

7. Food Service

It is anticipated there will be minimal impacts on Food Service.

- When the dining room is impacted, resident meals will be provided in the Activity Room / Lounge using portable hot steam tables and portable refrigeration units. These measures will ensure that all food temperatures are in the compliance with Public Health & Ministry of Health regulation.
- All food service deliveries will not be affected. Delivery of meals to the units will not be affected.

8. Noise Factors

All reasonable measure will be taken to reduce noise. Construction will take place during normal business hours of 8:00 a.m. to 5:00 p.m. Any work requiring extensive drilling will be scheduled with the home.

9. After Hours Work

It is anticipated there will be minimal if any afterhours work required. The timing of any/all required work will be coordinated to minimize the impact to residents. All afterhours work shall be at the approval of the Manager of Building Services.

10. Laundry Service

It is anticipated there will be minimal impacts on Laundry Service. During the flooring replacement, the clean/soiled linen of 3rd floor (North) will be temporarily stored on 4th floor (North) clean/soiled linen room.

11. Waste Disposal

It is anticipated there will be minimal impacts on Waste Disposal.

12. Staff Work Space

Offices on the 3rd floor (North) will need to be temporarily relocated during the flooring replacement.

13. Summary

The work outlined in this operational plan will require extensive co-ordination and communication between the Contractor and the Home to ensure the planned improvements are achieved with minimal impact to residents.

When preparing this Operational Plan an emphasis was placed on the resident and staff's comfort and safety. This plan works to minimize impact on the daily lives of the people living and working at each Home by holding contractors to their schedules and maintaining clear lines of communication between all staff members, residents and families.