



# City of Toronto Long-Term Care Homes & Services

## 2022 Capital Maintenance Plan

### Seven Oaks Handrail Replacement MLTC Review Submission August, 2022

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## 1) Project Summary

### 1. Existing Home

Seven Oaks, located in Scarborough, provides individualized care to each of its 249 residents within a safe and friendly environment that respects, supports and enables people to be as independent as possible within an environment that respects the dignity, self-esteem and rights of residents and clients.

Work is to begin following Ministry approval of the plans and completion of the City of Toronto tendering process. This project is combined with other City of Toronto LTCH interior projects. From the time the contract has been awarded it is anticipated that the projects combined would take approximately 6 months. As part of an annual capital maintenance plan, the City plans to conduct several repairs and upgrade projects in order to modernize the facility, and keep the building and grounds in a state of general good repair.

The 2022 Capital Maintenance Plan for Lakeshore Lodge includes:

- Handrail Replacement and New Wall Protection on the Ground floor and Second Floor corridors.

### 2. Handrail Replacement – Detailed Description

The objective of this project is to upgrade the existing handrails, crash rails and wall protection with durable and highly cleanable surfaces to promote a healthier living environment for the residents. This project will not require any structural changes.

The purpose of this project is to replace existing handrails, install new wall protection, at the below locations:

- Ground floor
  - All corridors; refer to drawings for specific locations
- Second floor
  - All corridors; refer to drawings for specific locations

## 2) Operational Plan

### 1. Overview of Project

#### **Phasing**

The maintenance projects will have several disruptions to the operation of the home, due to restricting the usable area of flooring. To minimize disruptions, a detailed phasing plan will be required, please see “Special Considerations”.

#### **Permits/Approvals**

The handrail replacement project will not require building permits.

#### **Hours of Work**

Work will take place during regular working hours as defined in the Project Specification and as determined by the Supervisor of Building Services. Unless otherwise specified, hours of work will be standard, between 8am and 5pm.

#### **Anticipated Timelines**

The project is estimated to take 4-6 months to complete. All work will be completed by April 2023.

#### **Special Considerations**

Contractor will coordinate area of work with Home.

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

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

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

*This work is anticipated to happen during the pandemic time of COVID-19. The contractor shall ensure to follow all of City of Toronto, Seven Oaks, 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.*

*Contractor shall have dedicated washroom not shared with LTC staff and residents. Contractor must provide attestation of full vaccination status - Contractor is NOT permitted to send non-vaccinated staff to site.*

## 2. Administration

The home's Administrator will be assisted during this project by the home's staff particularly Supervisor of Building Services. The Architect for the project is Montgomery Sisam Architects Inc. The City of Toronto's Head Office Project Manager will also manage the Owner's responsibilities.

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

- Morning meetings with the Administrator or delegate.
- Administrative rounds with the Supervisor Building Services and union co-chair of the OH&S Committee as required.

## 3. Communication

Before construction begin, a start-up meeting / orientation 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. All issues with respect to both resident and staff safety will be identified with staff involvement and will be communicated though formal and informal meetings.

- The Residents' Council as well as residents and families will be informed of the maintenance projects, expected completion dates and any contingency plan if required.
- All staff will be informed and communicated via general staff meetings and departmental meetings.
- The Administrator or delegate will notify the Ministry of Health and Long-Term Care Regional Office when work is about to begin.

## 4. General Safety Measures

Name of person assigned to monitor safety:  
Diana Godlewski, Manager, Building Services

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

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

### 1. Barriers / Tool and Equipment Storage

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 be 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 Supervisor.

**2. Alarms**

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

**3. 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.

**4. Transporting Construction Materials**

Construction deliveries will be delivered to specific area as coordinated with the Building Service Supervisor. All materials that are to be transported throughout the building shall be transported by routes as informed by the Building Service Supervisor. 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. Resident Home Areas**

It is anticipated that disruptions to resident home areas will be minimal. Restriction to access to the T.V. Lounges will be coordinated such that at least one remains in function for the duration of the renovation.

**6. Kitchen/Food Service**

It is anticipated that impact to food service will be minimal.

**7. Laundry Service**

It is anticipated that the project will have minimal impact on laundry service throughout the facility.

**8. Waste Disposal**

It is anticipated that there will be minimal impacts on waste disposal.

**9. Noise Factors**

All reasonable measure will be taken to reduce noise. Project work will take place during the normal business hours of 8 a.m. to 5 p.m.

**10. After Hours Work**

It is anticipated there will be minimal afterhours work required. There will be no afterhours work in resident rooms and directly adjacent corridors.

**11. Staff Work Space**

Replacement of hadrail and wall protection in service corridor may displace staff for short durations of time – deliveries will have to be coordinated around the works to ensure nominal disruption.

**12. Summary**

The work outlined in this operational plan will require 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.