



# City of Toronto Long-Term Care Homes & Services

## 2023 Capital Maintenance Plan

### Lakeshore Lodge

MoHLTC Review Submission  
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## 1) Project Summary

### 1. Existing Home

Lakeshore Lodge is a Long-Term Care Home operated by the City of Toronto and home to 150 residents. This facility opened in 1990 and is located in west Etobicoke.

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 2023 Capital Maintenance Plan for Lakeshore Lodge includes:

- Flooring Replacement:
  - Vinyl composite tile and vinyl sheet flooring replacement on level 4;
- Level 4 Served, Dining room and Dish Wash room renovations
- Washrooms, Showers and Tub rooms on Level 2, 3 and 4.
- Adding new condensing unit on roof

Work is to begin following Ministry approval of the plans and completion of the City of Toronto tendering process. It is anticipated that the project will take approximately 3 months to complete after the contract is awarded.

### 2. Scope of Work – Detailed Description

**21508.F06 Lakeshore Lodge Flooring replacement:** The purpose of this project is to replace damaged and worn existing vinyl composite tile flooring and wall base in the following areas:

- Fourth floor flooring replacement
  - Corridors (402, 464), TV Lounges (480, 441)
  - Nurse's Stations (456, 463), Medical Storage (457), Activity Storage (461)
  - All resident Rooms & en-suite washrooms
  - Dining Room (481) - included as an Alternative Price, may not be proceeded
  - Soiled Linen (448, 479). Rehab Exercise Room (449), Clean Linen (451, 476), Dentist Room (450), Conference Room (453), Library (462), Lounge (469), Washroom (442, 455, 466, 475), HSKP (443, 474), Storage (477, 478) - included as an Alternative Price, may not be proceeded.

**21508.F02 Lakeshore Lodge LL 4th Floor Served Renovation:** The purpose of this project is to renovate Tub, Shower and Washroom rooms on Levels 2-4 and Served, Dining and Dish Washing rooms on Level 4:

- Typical Shower on Level 2,3&4 (244, 344, 444, 273, 373, 473)

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- Remove and replace existing epoxy flooring with new unless otherwise noted on drawings
  - Provide new wall protection
  - Remove and replace existing shower heads and holder with new
  - Remove and replace existing grab bars with new code compliant grab bars
  - Provide new heated towel rack
  - Provide new shower seat
  - Provide new corner guards
  - Remove and replace light fixture with new LED fixtures
- 
- Typical Washroom on Level 2,3&4(245, 345, 445, 272, 372, 472)
    - Remove and replace existing epoxy flooring with new
    - Provide new wall protection
    - Remove and replace existing sink/faucet with new barrier free sink and new automatic laminar flow faucet
    - Remove and replace existing water closet with new automatic water closet
    - Remove and replace existing grab bars with new code compliant grab bars(unless otherwise indicated on drawings)
    - Remove and replace existing mirror with new tilted mirror
    - Provide new lockable medicine cabinet
    - Provide new vanity counter
    - Provide new corner guards
    - Remove and replace light fixture with new LED fixtures
- 
- Typical Tub room on Level 2,3&4 (246, 346, 446, 271, 371, 471)  
Associated work including:
    - Remove and replace existing epoxy flooring with new
    - Provide new wall protection
    - Remove and replace existing sink/faucet with new barrier free sink and new automatic laminar flow faucet
    - Remove and replace existing grab bars with new code compliant grab bars
    - Remove and replace existing mirror with new tilted mirror
    - Provide new millwork shelf
    - Provide new corner guards
    - Remove and replace light fixture with new LED fixtures
- 
- Servery and Dining room on Level 4 (481, 482)
    - Remove existing vinyl sheet flooring within the Servery and replace with new epoxy flooring
    - Remove the portion of existing vinyl sheet flooring on the exterior of service counter and replace with new

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- Remove all existing millwork and kitchen equipment, refer to drawings for equipment to be preserved.
  - Provide new millwork with Stainless Steel countertop and P-Lam finish facing customer side.
  - Provide new wall protection above counter
  - Relocate door to servery. Replace door frame, door and hardware to remain.
  - Reconfigure Servery to have additional counter facing Dining room with Coffee and Juice machines.
  - Provide new kitchen equipment, refer to Kaizen's drawings for details.
  - Provide lock on all millwork
  - Provide new corner guards along wall behind the new coffee counter.
  - Remove and replace light fixture with new LED fixtures
  - Provide new pendant light fixture above service counter
  - Provide new millwork around refrigerator (lower & upper cabinets with Stainless Steel countertop)
- 
- Dish Washing room on Level 4 (482A)  
Associated work including:
    - Remove all existing millwork and kitchen equipment, refer to drawings for equipment to be preserved.
    - Provide new millwork & kitchen equipment, refer to Kaizen's drawings for details.
    - Remove and replace light fixture with new LED fixtures
    - Provide new split unit in room, find accessible location for condensing unit on roof.

## **2) Operational Plan**

### **1. Overview of Project**

#### **Phasing**

The maintenance project 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”.

Contractor shall ensure only one washroom, tub and shower room core per floor is under renovation at any time. Contractor shall submit phasing plan for homes review and approval before any site works begin. Any work within the 3rd floor servery to facilitate the work for 4<sup>th</sup> floor servery shall be after hours construction.

#### **Permits/Approvals**

4th Floor Servery Renovation project will require building permits.

Fourth floor flooring replacement project will not require building permit

#### **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 6 months to complete. All work will be completed within the 2024 calendar year.

#### **Special Considerations**

Contractor will coordinate area of work with 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.

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 flooring replacement shall be made good at the end of each day such that staff and residents can maintain normal use of the facilities.

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

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

### **2. Administration**

The home's Administer will be assisted during this project by the home's staff particularly Manager 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:

Tony Russo, Supervisor, Building Services Manager

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 Manager 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 Manager.

## **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. Water Shutoffs**

It is not anticipated that any building water shutoffs will be required for this project – only localized freezing. If water shutoffs affecting residents are required, the contractor will need to provide 48 hours' notice. Any required water shutoffs affecting residents will only be permitted during the day and must be minimized as much as possible.

## **4. 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.

## **5. 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. Resident Home Areas (RHA)**

3-4 resident's rooms and en-suite washrooms flooring replacement shall be completed per 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.
- Rest areas will be located on the unit in available lounges, residents beds will be relocated as per daily scheduled work with appropriate privacy screens.
- The Nurse Manager will be on site at all times with regular rounds by DOC & the administrator.

Washroom, tub and shower room core, one will be non-accessible on each floor plate for an average duration of 3 months. The residents will be able to utilize the washroom, tub and shower room core in the adjacent wing.

**6. Kitchen/Food Service**

It is anticipated that the 4th floor servery will not be utilize for the duration of this renovation and the home will utilize portable steam table and serve food on 4th floor in an area outside of the dining room.

**7. Laundry Service**

It is anticipated there will be minimal impacts on laundry service. The construction debris will be removed via the service corridor which is also utilised by the laundry service to access the elevators. All construction debris will be double bagged and removal time will not be at the same time as laundry service.

**8. Waste Disposal**

Contractor to put a waste bin within the loading area of Long-Term Care Home. Contractor should erect a signage to make sure no mixing on construction and home waste.

**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. Any work requiring extensive drilling will be scheduled with the home.

**10. After Hours Work**

It is anticipated there will be afterhours work required for dining room floor replacement and for 3<sup>rd</sup> floor Servery to facilitate the work in 4<sup>th</sup> floor Servery. There will be no afterhours work in resident rooms and directly adjacent corridors.

**11. Staff Work Space**

It is anticipated that there will be minimal impacts on staff work space. A pot wash station within the dining room will be inaccessible for a portion of the renovation. Nurse stations and dining room on the fourth floor should be comprehensively scheduled with the home for either after hours or normal hours work to mitigate disruptions on staff working spaces.

**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

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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.