

City of Toronto

Senior Services & Long-Term Care

2023 Capital Maintenance Plan

Bendale Acres –

Emergency Power Upgrades

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**Project Summary**

1. **Maintenance Projects Overview**

Bendale Arces, located in Scarborough, is a Long-Term Care home operated by the City of Toronto and home to 302 residents.

As part of an annual capital maintenance plan, the City plans to introduce emergency power upgrades to the existing generator in order to upgrade and modernize the facility, and keep the buildings backup power supply in a state of general good repair.

The 2023 Capital Maintenance Plan for Bendale Acres includes:

Interior Projects:

* Routing of service supply from existing generator to mech. penthouses
* Installation of electrical control panels

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 5-6 months.

1. **Power Upgrades Projects – Detailed Description**

The aim of the Emergency Power Upgrades is to:

* Provide sufficient power supply to the facility in the event of an emergency.
* Apply a new service connection from the basement generator to each of the buildings mech. penthouses.
* Rearrange/relocate existing service panels and conduits in electrical closets and rooms on each floor to allow for the new works.
* Install new electrical control panels in each mech. penthouse.

The aim of the works is to:

* Install emergency service power, test connections between the generator and new panels to ensure appropriate supply for the new infrastructure.

The contractor will be required to close off the working area with a form of hoarding during renovation thereby ensuring staff, resident and guest safety while minimizing dust exposure. 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 work will have minimal disruption to the operation of the home. The emergency power upgrades will a level by level phasing approach, beginning in the basement and working up each level of the building to the mechanical penthouse on level 6. The works on the typical floor levels will predominantly take place in the central electrical rooms and should not impact the homes’ day to day operations., refer to the proposed hoarding lines on the each respective plan. All phasing will be subject to approval from the manager of building services and as identified in the Ministry of Health operational plan for the work.

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.

A detailed phasing plan will be required due to the impact of loading dock function of the home. Please refer to “Special Considerations”.

**Permits/ Approvals**

This project will not require 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 March 15th, 2024, and be completed by July 15th, 2024.

**Special Considerations**

*The work area for the electrical panel installations in the Mechanical Penthouse on Level 1 Roof and Level 6. There may be some temporary effect to existing and impact to operations. In advance of this work communication of the planned work, its impact and the alternatives available is required to key home stakeholders. Works carried out will be attempted when impact is minor to the home eg. at night.*

*Additionally co-ordination of work schedules and timing of material deliveries is required to minimize interruptions to service. Deliveries include: food, supplies, linen and garbage pick-up.*

*This work is anticipated to happen outside the pandemic time of COVID-19. However it is noted that the contractor shall follow all of City of Toronto, Bendale Acres, Ministry of Health & IPAC requirements regarding outbreak measures. Policies regarding outbreak may be adjusted at time to suit latest paradigms regarding such an outbreak. The contractor shall co-ordinate with the home to minimize any potential impact to residents, construction staff and facility staff.*

1. **Administration**

The home is administered by Ravi Nair, who will be assisted during this project by the home’s staff, particularly Gina Stringer, Manager of Building Services.

The Home is supported divisionally by Radu Pana Manager of Capital/Facilities Services, Cornel Bautista 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 meetings 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.

1. **General Safety Measures**

Name of person assigned to monitor safety: Josie Wilcox, 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 hoarding as required as to the satisfaction of the building services manager and the architect.

Dust and noise shall be kept to a minimum.

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 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.

1. **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.

1. **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.

1. **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.

1. **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.

1. **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.

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.

1. **Resident Home Areas**

Major work involved in this project is located in outdoor space. It is anticipated that there will be minimal impact on Resident Home Areas. Contractor shall give 72-hour notice for co-ordinate with Building Services Manager regarding odorous traffic coating works to ensure vents, windows and openings are closed.

1. **Food Service**

Contractor shall co-ordinate schedule of works that may disrupt loading dock operations with Building Service Manager to ensure minimal disruptions to the food deliveries. Food deliveries will ensure to utilize separate door that is utilized waste operations

1. **Noise Factors**

Construction will take place during normal business hours of 8:00 a.m. to 5:00 p.m. There will be minimal noise impact to residents during this project. Should there be any significant noise levels required during construction, the contractor shall notify the Home a minimum of 48 hours in advance of the work.

1. **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.

1. **Laundry Service**

Contractor shall co-ordinate schedule of works that may disrupt loading dock operations with Building Service Manager to ensure minimal disruptions to the linen deliveries.

1. **Waste Disposal**

Contractor shall separate the waste disposal/garbage pickup door from food deliveries, provide traffic control plan, co-ordinate schedule of works that may disrupt loading dock operations with Building Service Manager to ensure minimal disruptions to the garbage pick-up. Waste operations will ensure to utilize separate door that is utilized food deliveries.

1. **Staff Work Space**

Contractor shall co-ordinate schedule of works that may disrupt loading dock operations with Building Service Manager to ensure minimal disruptions to staff activities on the basement level.

1. **Summary**

The work outlined in this operational plan will require extensive co-ordination and communication 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.