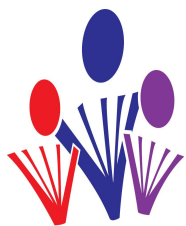


**LIBRARY BOARD**  
**Regular Meeting**  
**Monday, June 22, 2020 – 4:30 P.M.**  
**VIRTUAL – VIA ZOOM**  
**AGENDA**



1. Call to Order
  - 1.1 Excused Absence
  - 1.2 Welcome to Business Administrator
2. Declaration of Conflict of Interest
3. Approval of Agenda
4. Approval of the Minutes
  - 4.1 May 19, 2020 Regular Board Meeting Minutes
  - 4.2 Matters arising from the May 19, 2020 Regular Board Meeting Minutes
5. Consent Agenda
  - 5.1 Invoices Paid May 2020
  - 5.2 Friends Report – NONE
  - 5.3 Correspondence
    - 5.3.1 In-coming: Summer Experience Program from the Ministry of Heritage, Sport, Tourism, and Culture Industries
    - 5.3.2 Out-going: NONE
  - 5.4 Information Items
    - 5.4.1 SEP Grant
6. Items Removed from Consent
7. Financial Reports
  - 7.1 May
8. Business Continuity
  - 8.1 Curbside Service
  - 8.2 Expanding Service
9. Facilities
  - 9.1 AHU Project
  - 9.2 Sump Pump Replacements
  - 9.3 Window Caulking
  - 9.4 Asbestos Abatement
10. New Business
11. Closed Session

Resolved that the members of the Sault Ste. Marie Public Library Board move into Closed Session pursuant to the Public Libraries Act, Section 16.4 Closed Meetings, as the subject matter being considered is: Labour relations or employee negotiations. Further be it resolved that should the said Closed Session be adjourned, the Board may reconvene in Closed Session to continue to discuss the same matter without the need for further authorizing resolution. Be it further resolved that the following

individuals be permitted to attend: M. MacDonald, C. Rumas

12 Report of the Closed Session

13 Next Board Meeting July 20, 2020

14 Adjournment

**Sault Ste. Marie Public Library  
Library Board  
REGULAR MEETING  
Tuesday, May 19, 2020 – 4:30 P.M.  
Virtually – VIA ZOOM**



**Board Members Present:**

Kevin Harrison	Erin Ferlaino
Jami Van-Haaften	Wayne Greco
Frances Ryan	Sara McCleary
Luke Dufour	Elspeth Belair

Library: Matthew MacDonald

Media: David Helwig

Absent: Ashlee Gerard

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**1. Call to Order**

W. Greco called meeting to order at 4:39 p.m.

**1.1 Excused Absence**

No excused absences

**2. Declaration of Conflict of Interest**

No conflicts declared.

**3. Approval of Agenda**

**MOTION:**

The Sault Ste. Marie Public Library Board approves the agenda of May 19, 2020 meeting as presented:

Moved: F. Ryan

Seconded: E. Ferlaino

**CARRIED**

**4. Approval of the Minutes**

**4.1 April 20, 2020 Regular Board Meeting Minutes**

**MOTION:**

The Sault Ste. Marie Public Library Board approves the minutes of the April 20, 2020 meeting as presented:

Moved: F. Ryan                      Seconded: K. Harrison   **CARRIED**

**4.2            Matters arising from the April 20, 2020 Minutes**

No matters arising from the minutes

**5.    Consent Agenda**

**5.1            Invoices Paid April 2020**

**5.2            Friends Report - NONE**

**5.3            Correspondence**

**5.3.1 In-coming: NONE**

**5.3.2 Out-going: NONE**

**5.4            Information Items**

**5.4.1    NONE**

**MOTION**

The Sault Ste. Marie Public Library Board approves the items removed from the ***consent agenda*** of the May 19, 2020 meeting as presented:

Moved: E. Belair                      Seconded: L. Dufour                      **CARRIED**

**6.            Items Removed from Consent**

No items removed from consent

**7.            Financial Reports**

**7.1            March 2020**

At the time of the meeting the financials were only reconciled up until the end of February. For the first two months the Library has been on budget. Some savings are expected due to unfilled vacancies in Administration. Other savings may be realized in part-time savings however there has also been a decrease of revenue increase of other expenditures due to the pandemic.

**MOTION**

The Sault Ste. Marie Public Library Board accept the ***Financial Report*** of February 2020.

Moved: L. Dufour                      Seconded: E. Ferlaino                      **CARRIED**

## **8. Business Continuity**

### **8.1 Ongoing Operations**

M. MacDonald reported on the various tasks that Full-Time staff during the Library's closure to the public to maintain online collections, do collection development, readers' advisory, engage the public and develop new virtual programming including online story times.

### **8.2 Covid-19 Statistics**

M. MacDonald reported on how some of the library's statistics have been affected by the pandemic. Most notably, online collections use such as for Overdrive, have significantly increased. The Library has also been able to register 290 new cards remotely. Social media impressions were up slightly over the same time period in the previous year.

### **8.3 Recovery**

M. MacDonald informed the Board that the Library according to the Ontario Government, libraries would be permitted to begin curbside service as soon as May 19, 2020. M. MacDonald presented a 4 phase plan for reopening the Library and recommend that the Library begin curbside service on Monday May 25, 2020. The Board agreed that the CEO and Board Chair could jointly decide to proceed with the next steps in the plan and/or expand some Library services without further need of resolution of the Board.

#### **MOTION**

Resolved that the James L. McIntyre Centennial Library reopen to the public for curbside service beginning Monday May 25, 2020.

Further, resolved that the Board Chair and CEO may jointly reopen the North Branch with no need of further resolution of the Board, after the service has been assessed at the other location and is deemed ready to be expanded.

Further, resolved that the Board Chair and CEO may jointly reopen one or both locations for in-person service following government mandates, taking also into consideration the local situation of the virus, and the Library's preparedness to safely do so, with no need of further resolution of the Board.

Moved By: F. Ryan

Seconded: K. Harrison

**CARRIED**

### **8.4 Operating Hours**

The Board agreed with the operating hours recommended by Management team for each phase of the Library's reopening. The Board also agreed that the CEO and Board Chair can jointly decide to adjust the hours as needed.

James L. McIntyre Centennial Library during Phase 1 – Curbside Service.

*Centennial Library*

Monday	10 am to 5 pm
Tuesday	10 am to 5 pm
Wednesday	10 am to 5 pm
Thursday	10 am to 5 pm
Friday	10 am to 5 pm
Saturday	10 am to 1 pm
Sunday	Closed

Phase 2 will be a similar opening of the North Branch with the same operational hours.

Phase 3 recommended operational hours are as follows:

	<i>Centennial Library</i>	<i>North Branch</i>
Monday	9 am to 6 pm	10 am to 6 pm
Tuesday	9 am to 6 pm	10 am to 6 pm
Wednesday	9 am to 6 pm	10 am to 6 pm
Thursday	9 am to 6 pm	10 am to 6 pm
Friday	10 am to 5 pm	10 am to 5 pm
Saturday	10 am to 5 pm	10 pm to 5 pm
Sunday	Closed	Closed

Phase 4 will be a return to regular hours.

## **8.4 Budgetary Impact of Covid-19**

M. MacDonald reported on some of the budgetary impacts of the Covid-19 pandemic including lost revenue, increased/new expenditures and decreased expenses.

### **Lost Revenue**

Fines and Fees	\$395/week
Friends Bookstore	\$735/week
Donations	\$270/week
Meeting Room Rentals	\$140/week
Copy Services	\$218/week
Misc. Revenue	\$429/week

### **Increased Expenses**

Sneeze Guards	\$3,639
Enhanced Custodial Services	\$504/week
PPE and Additional Custodial Supplies (to be replaced as needed)	\$924
Public Sanitation Stations	\$488
Signage	\$2,091
Replacement Chairs for Shared Workstations	\$2,424

**Decreased Expenses**

Part-time Clerk/Technician Salaries\*  
Page Salaries\*

\$5,997/week  
\$2,478/week

\*Inclusive of benefits

**9. Facilities****9.1 AHU Project**

The AHU project is continuing. The AHU 2 replacement in the penthouse is nearing completion. The replacement of AHU 3 in the lower lobby mechanical room has just begun.

**9.2 Sump Pump Project**

Phases 1 and 2 have been completed. Next will be the replacement of the elevator's sump pump.

**10. New Business**

10.1 Board training – J. Van Haaften has attended several Board training sessions and has provided the Board shared some of the information.

Ontario's accessibility training (<https://www.accessforward.ca/>). This also includes training for the Ontario Human Rights Code (<https://www.accessforward.ca/ohrc>).

CITIES IN THE TIME OF COVID - How will the role of public libraries be changed?

<https://www.youtube.com/watch?v=V1HaDV9cTvU>

W. Greco asked the Board to email him and the CEO about how they would like to receive information from Board members (eg. New Business of the Agenda, informal emails).

**11. Closed Session****MOTION**

The members of the Sault Ste. Marie Public Library Board move into Closed Session pursuant to the Public Libraries Act, Section 16.4 Closed Meetings, as the subject matter being considered is: Labour relations or employee negotiations; Personal matters about an identifiable individual. Further be it resolved that should the said Closed Session be adjourned, the Board may reconvene in Closed Session to continue to discuss the same matter without the need for

further authorizing resolution. Be it further resolved that the following person(s) be permitted to attend: M. MacDonald.

Moved: L. Dufour

Seconded: F. Ryan

**CARRIED**

**Entered Closed Session at 5:42 p.m.**

**Returned to Open Session at 6:08 p.m.**

**12. Report of the Closed Session**

**MOTION**

Resolved that the Sault Ste. Marie Public Library Board received the report of the Closed Session of the May 19, 2020 meeting.

Moved: E. Ferlaine

Seconded: S. McCleary

**CARRIED**

**13. Board Meeting**

**14.1 Next Meeting June 22, 2020**

**14. Adjournment**

**MOTION**

The Sault Ste. Marie Public Library Board move to adjourn the May 19, 2020 meeting at 6:10 p.m.

Moved: J. Van Haaften

Seconded: L. Dufour

**CARRIED**

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Chairperson, Library Board



May 7/2020	\$6,224.51
May 14/2020	\$20,621.17
May 21/20	\$98,385.96
May 28/20	\$6,683.56
May 20/20 VISA	\$910.98
	<b>\$132,826.18</b>

Moved by: \_\_\_\_\_  
 Seconded by: \_\_\_\_\_

That the cheques for the month of May 2020, which include wages and benefits and RBC Visa in the amount of \$132,826.18 be confirmed paid.

Carried/Denied

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CHAIR - LIBRARY BOARD

Ministry of Heritage, Sport, Tourism  
and Culture Industries

Ministère des Industries du Patrimoine, du Sport,  
du Tourisme et de la Culture

Assistant Deputy Minister  
Heritage, Tourism and Culture Division

Sous-ministre adjoint  
Division du patrimoine, du tourisme et de la culture

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Toronto ON M7A 0A7  
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401 rue Bay, bureau 1800  
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Télééc. : 416 212-1802



May 28, 2020

Matthew MacDonald  
Acting CEO/Director of Public Libraries  
Sault Ste. Marie Public Library Board  
50 East Street  
Sault Ste. Marie, ON P6C 3C3  
m.macdonald@cityssm.on.ca

Dear Mr. MacDonald:

Re: **Case Number: 2020-02-1-1431446934**  
**Summer Experience Program 2020**

I am pleased to inform you that your organization has been approved for a Summer Experience Program grant to hire one Programming Coordinator for the summer of 2020. You will be receiving a grant in the amount of \$3,658 in one instalment.

By signing and submitting the Ministry's application form, you agreed to the general terms and conditions of this grant. As an employer, you are required to adhere to the *Employment Standards Act, 2000*, including paying no less than the minimum wage. For requirements around hiring your summer student(s) and reporting on the grant, please refer to the Summer Experience Program Guidelines.

In response to the COVID-19 situation, the Ministry has introduced changes to the 2020 Summer Experience Program in order to respond to the needs of employers and students:

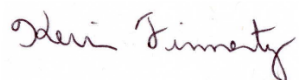
- **Part-time employment:** Your organization may offer part-time employment contracts where students may work fewer than 36.25 hours per week. Previously, all SEP-funded employment had to be full time (a minimum of 36.25 hours per week at 7.25 hours per day). Despite this, the student must still work a total of 246.5 hours during the term of employment in order for you to remain eligible for the approved grant amount. If the student does not work a total of 246.5 hours during the employment period, you must refund the outstanding portion of the approved grant amount to the Ministry.
- **Employment period:** Your organization may offer employment contracts between May 1, 2020 and December 31, 2020. Previously, all SEP-funded positions had to be completed no later than September 7, 2020. You may offer part-time employment contracts to students who want to work during the academic year. Should you choose to extend the employment period to December 31, 2020, your organization's final report is due to the Ministry by January 15, 2021.

In the current context of COVID-19, employers are responsible for becoming and remaining informed of municipal, provincial and federal public health information. Employers of Summer Experience Program students must abide by any orders, including provincial and municipal orders, applicable to them and relevant public health recommendations (e.g. physical distancing).

Patricia Lofstrom, Regional Development Advisor assigned to your file will contact you soon to determine the status of your project, including any changes to it or the intended utilization of funding. Any changes will have to be requested by submitting a change request form, which Patricia can discuss with you. Patricia can be reached at (705) 254-8966 or by e-mail at Patricia.Lofstrom@ontario.ca.

Congratulations and best wishes for success.

With kind regards,

A handwritten signature in dark ink, reading "Kevin Finnerty". The signature is written in a cursive, flowing style.

Kevin Finnerty  
Assistant Deputy Minister  
Heritage, Tourism and Culture Division



# Sault Ste. Marie Public Library

*"One stop....endless possibilities"*

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**AGENDA ITEM: 5.4**

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**TO:** LIBRARY BOARD  
**FROM:** MATTHEW MACDONALD, CEO  
**SUBJECT:** INFORMATION ITEMS  
**DATE:** JUNE 22, 2020

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## **5.4.1 SEP GRANT**

The Library was successful in its application for a Summer Experience Grant through the Ministry of Heritage, Sport, Tourism and Culture. Unfortunately the Library had to withdraw its application and decline the funding. The grant was for \$3,658 and was to be used a summer student who would have assisted with the children's summer programming at the Library. Due to the Covid-19 pandemic, the Library is unable to offer in-person programming now and in the near future. Attempts to change the position, which is permitted under the grant's new guidelines, would bring the Library into conflict with CUPE 67 – Library Group Part-Time Union, whose members are currently on Declared Emergency Leave.

Respectfully submitted,  
Matthew MacDonald, Chief Executive Officer

SSM LIBRARY  
Summary of All Units  
For the Five Months Ending Sunday, May 31, 2020

Department	Actual	Budget	Percentage to Date
<b>REVENUE</b>			
Grants	(\$2,111,472.00)	(\$3,231,591.00)	65%
Fines	(3,850.25)	(\$20,500.00)	19%
Concessions			0%
Sales	(10,587.64)	(\$52,250.00)	20%
Donations	(5,556.41)	(\$43,331.00)	13%
Other income	(50,188.89)	(\$36,800.00)	136%
Change in future employee benefits			0%
Surplus, prior year			0%
	<u>(2,181,655.19)</u>	<u>(\$3,384,472.00)</u>	<u>64%</u>
<b>EXPENDITURES</b>			
Salaries and benefits	895,273.63	\$2,521,920.00	35%
Future employee benefits			0%
Books and periodicals	65,274.94	\$203,881.00	32%
Utilities	34,124.14	\$94,000.00	36%
Office expenditures	42,191.89	\$134,200.00	31%
Operating expenditures	158,309.08	\$370,971.00	43%
Equipment purchases	35,344.41	\$59,500.00	59%
Depreciation			0%
Default			0%
	<u>1,230,518.09</u>	<u>\$3,384,472.00</u>	<u>36%</u>
(Surplus)/Deficit	(951,137.10)	\$0.00	0%

SSM LIBRARY  
LIBRARY ADMINISTRATION  
For the Five Months Ending Sunday, May 31, 2020

Department	Actual	Budget	Percentage to Date
<b>REVENUE</b>			
Grants	(\$2,111,472.00)	(\$3,231,591.00)	65%
Fines			
Concessions			
Sales	(7,312.36)	(\$31,500.00)	23%
Donations	(5,556.41)	(\$43,331.00)	13%
Other income	(47,168.91)	(\$28,000.00)	168%
Change in future employee benefits			
Surplus, prior year			
	<u>(2,171,509.68)</u>	<u>(\$3,334,422.00)</u>	<u>65%</u>
<b>EXPENDITURES</b>			
Salaries and benefits	273,975.94	\$759,938.00	36%
Future employee benefits			
Books and periodicals		\$1,000.00	0%
Utilities			
Office expenditures	27,146.61	\$94,900.00	29%
Operating expenditures	2,475.70	\$18,777.00	13%
Equipment purchases	35,344.41	\$55,000.00	64%
Depreciation			
Default			
	<u>338,942.66</u>	<u>\$929,615.00</u>	<u>36%</u>
(Surplus)/Deficit	(1,832,567.02)	(\$2,404,807.00)	76%

SSM LIBRARY  
LIBRARY MAIN BRANCH  
For the Five Months Ending Sunday, May 31, 2020

Department	Actual	Budget	Percentage to Date
<b>REVENUE</b>			
Grants			
Fines	(3,191.16)	(\$18,000.00)	18%
Concessions			
Sales	(2,838.39)	(\$18,900.00)	15%
Donations			
Other income	(2,164.62)	(\$6,000.00)	36%
Change in future employee benefits			
Surplus, prior year			
	<u>(8,194.17)</u>	<u>(\$42,900.00)</u>	<u>19%</u>
<b>EXPENDITURES</b>			
Salaries and benefits	517,321.71	\$1,474,091.00	35%
Future employee benefits			
Books and periodicals	47,747.29	\$134,550.00	35%
Utilities	34,124.14	\$94,000.00	36%
Office expenditures	14,368.51	\$36,600.00	39%
Operating expenditures	46,561.64	\$142,100.00	33%
Equipment purchases		\$2,500.00	0%
Depreciation			
Default			
	<u>660,123.29</u>	<u>\$1,883,841.00</u>	<u>35%</u>
(Surplus)/Deficit	651,929.12	\$1,840,941.00	35%

SSM LIBRARY  
LIBRARY KORAH BRANCH  
For the Five Months Ending Sunday, May 31, 2020

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants			
Fines			
Concessions			
Sales			
Donations			
Other income			
Change in future employee benefits			
Surplus, prior year			
		\$0.00	0%
EXPENDITURES			
Salaries and benefits			
Future employee benefits			
Books and periodicals			
Utilities			
Office expenditures	207.08		0%
Operating expenditures			
Equipment purchases			
Depreciation			
Default			
	207.08	\$0.00	0%
(Surplus)/Deficit	207.08	\$0.00	0%



SSM LIBRARY  
LIBRARY NORTH BRANCH  
For the Five Months Ending Sunday, May 31, 2020

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants			
Fines	(659.09)	(\$2,500.00)	26%
Concessions			
Sales	(436.89)	(\$1,850.00)	24%
Donations			
Other income	(855.36)	(\$2,800.00)	31%
Change in future employee benefits			
Surplus, prior year			
	<u>(1,951.34)</u>	<u>(\$7,150.00)</u>	<u>27%</u>
EXPENDITURES			
Salaries and benefits	103,975.98	\$287,891.00	36%
Future employee benefits			
Books and periodicals	17,527.65	\$68,331.00	26%
Utilities			
Office expenditures	469.69	\$2,700.00	17%
Operating expenditures	109,610.17	\$208,094.00	53%
Equipment purchases		\$2,000.00	0%
Depreciation			
Default			
	<u>231,583.49</u>	<u>\$569,016.00</u>	<u>41%</u>
(Surplus)/Deficit	229,632.15	\$561,866.00	41%

SSM LIBRARY  
LIBRARY CONCESSION  
For the Five Months Ending Sunday, May 31, 2020

<u>Department</u>	<u>Actual</u>	<u>Budget</u>	<u>Percentage to Date</u>
REVENUE			
Grants			
Fines			
Concessions			
Sales			
Donations			
Other income			
Change in future employee benefits			
Surplus, prior year			
		\$0.00	0%
EXPENDITURES			
Salaries and benefits			
Future employee benefits			
Books and periodicals			
Utilities			
Office expenditures			
Operating expenditures	(338.43)	\$2,000.00	(17%)
Equipment purchases			
Depreciation			
Default			
	(338.43)	\$2,000.00	(17%)
(Surplus)/Deficit	(338.43)	\$2,000.00	(17%)



# Sault Ste. Marie Public Library

*"One stop....endless possibilities"*

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AGENDA ITEM: 8

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**TO:** LIBRARY BOARD  
**FROM:** MATTHEW MACDONALD, CEO  
**SUBJECT:** BUSINESS CONTINUITY  
**DATE:** JUNE 22, 2020

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## **PURPOSE**

To update the Board on the continuing operations of the Library during the COVID-19 pandemic, and plans to return regular business.

### **8.1 CURBSIDE SERVICE**

There has been much positive feedback about the Library's curbside service. The average number of holds during the week (Mon.-Fri.) is 54. The average for Saturday has been about 20. No real pattern has presented itself as to the most busy days and times.

The Reference staff have been receiving between 35 to 50 questions daily with a majority being asked by seniors. Saturdays tend to be quieter while Mondays seem to be the busiest with 125 questions being asked in a single day.

The Library has not yet reached the threshold where it would be feasible to open a second pickup location at the North Branch.

### **8.2 EXPANDING SERVICE**

The Government of Ontario announced that Stage 2 for Reopening Ontario would begin June 12, 2020. Algoma region was one of the first areas to move onto Stage 2. Within the "A Framework for Reopening our Province: Stage 2" <https://www.ontario.ca/page/framework-reopening-our-province-stage-2> are the following restrictions for libraries:

## ***Libraries***

*All libraries can reopen with limited on-site services, such as computer access and contactless book pickup and drop-off.*

- *Patrons are not permitted to handle books or materials on shelves.*
- *Libraries should operate in adherence with public health guidelines on physical distancing, capacity and hygiene procedures (e.g., disinfecting returns and high-touch areas like computers).*

These changes from Stage 1 would allow the public into libraries and for libraries to offer computer services. Unfortunately, our Library is not currently set-up to safely allow for the use of public computers. Staff are investigating ways that this might be done locally without putting staff or the public at risk. In the meantime, the Library will continue with its curbside service as is.

Respectfully submitted,  
Matthew MacDonald, CEO



# Sault Ste. Marie Public Library

*"One stop....endless possibilities"*

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## AGENDA ITEM: 9

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**TO:** LIBRARY BOARD  
**FROM:** MATTHEW MACDONALD, CEO  
**SUBJECT:** FACILITIES  
**DATE:** JUNE 22, 2020

---

### **PURPOSE**

To update the Board on facility improvements at the James L. McIntyre Centennial Library.

### **9.1 AHU PROJEC**

The replacement of AHU 2 located in the penthouse is nearly complete. The original AHU 3, located in the lower lobby, has been dismantled and removed. The new AHU 3 has been brought in and is being installed. This new unit will have the added benefit of being much quieter, reducing the noise pollution within the lobby.

### **9.2 SUMP PUMP PROJECT**

Two sump pit pumps located in the James L. McIntyre Centennial Library's lower lobby mechanical room are reaching the end of their life expectancy and will be required to be replaced soon. These pumps collect all of the water from the buildings' weeping tiles and some other storm drainage. This is part of the ongoing project to reduce the risk of flooding at this location. Should the pumps fail, a great amount of damage may be caused during the next heavy rainfall.

Normech Engineering Inc., which had been engaged to assist in the project, created a Request For Proposal (RFP). Three companies responded to the RFP. As the project cost will exceed \$10,000 the Board must approve the expense in accordance with 200-01 Purchasing and Procurement Policy before the project can proceed. The lowest bid for the RFP was made by DNM Plumbing and Heating Limited.

Given the cost of the project it is recommended that Board request City Council for use of the Library's Capital Reserve to complete the project.

## **MOTION**

Resolved that the Sault Ste. Marie Public Library Board request from City Council, approval of the use of the Library's Capital Reserve in the amount of up to \$15,000, for replacement of sump pit pumps and controls at the James L. McIntyre Centennial Library, located at 50 East St, Sault Ste. Marie, ON.

Moved by:

Seconded:

## **9.3 WINDOW CAULKING**

As part of the City's asset management plan, the James L. McIntyre Centennial Library's windows and doors are going to receive new caulking. The city set aside funds for this work. The library building has been moved up on the City's list because City Staff are trying get to buildings that ordinarily would be busy with customers but now have reduced traffic because of the pandemic.

## **9.4 ASBESTOS ABATEMENT**

Asbestos abatement have been a long standing issue at the James L. McIntyre Centennial Library. There are many areas of the building which contain asbestos in the ceilings, along pipes, and possibly in floor tiles. These areas have all been identified and are regularly inspected for health risks.

Of greatest concern is what is referred to as the "four corners." These are lower ceilings in the four corners of the upper level public area. Though the ceilings are considered safe so long as they are left undisturbed, they are within arm's reach of most patrons, and have been vandalized in the past.

The Library has prepared a Request for Proposal (RFP) for the Board's approval for engineering services that will oversee the project to, at minimum, do asbestos abatement of the "four corners," as well as address asbestos in other areas of the Library. Asbestos removal and abatement will incur a significant cost. The Board will be required to ask City Council for permission to access the Library's Capital reserve in order to pay these costs. It is recommended at the Board pass a motion to request \$250,000 from the capital reserve for this project.

## **MOTION**

Resolved that the Sault Ste. Marie Public Library Board approve the Request for Proposal #2020-001 Engineering Services for Asbestos Removal and Abatement as presented/amended.

Moved by:

Seconded:

## **MOTION**

Resolved that the Sault Ste. Marie Public Library Board request from City Council, approval of the use of the Library's Capital Reserve in the amount of up to \$250,000, for engineering services and the removal and abatement of asbestos at the James L. McIntyre Centennial Library, located at 50 East St, Sault Ste. Marie, ON.

Moved by:

Seconded:

Respectfully submitted,  
Matthew MacDonald, CEO



Sault Ste. Marie  
**Public Library**

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*"One stop....endless possibilities"*

THE SAULT STE. MARIE PUBLIC LIBRARY

REQUEST FOR PROPOSAL

ENGINEERING SERVICES – ASBESTOS REMOVAL AND ABATEMENT

JAMES L. MCINTYRE CENTENNIAL LIBRARY

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Chief Executive Officer

June 22, 2020

Sault Ste. Marie Public Library



**THE SAULT STE. MARIE PUBLIC LIBRARY**  
**REQUEST FOR PROPOSAL – #2020-001**  
**ENGINEERING SERVICES FOR ASBESTOS REMOVAL AND ABATEMENT**

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The Sault Ste. Marie Public Library is requesting proposals from Vendors of Record (VOR) within the Buildings and Architectural Category to provide engineering services associated with asbestos removal and abatement within the James L. McIntyre Centennial Library located at 50 East Street, Sault Ste. Marie, ON.

The purpose of this request is to prompt a response from Proponents actively engaged in the provision of building and architectural engineering services.

If you are in a position to submit a Proposal, the completed Form of Proposal and all required attachments and schedules, must be returned in a sealed envelope, to the **Administrative Office, Sault Ste. Marie Public Library 50 East Street, Sault Ste. Marie, Ontario P6A 3C3** prior to the closing date. You are encouraged to make a full copy of the submitted documents for your file.

During the period for Proposal preparation, any questions concerning the requirements or intent of the statements contained herein should be directed to **Mr. Matthew MacDonald, Chief Executive Officer, 50 East Street, Sault Ste. Marie, Ontario P6A 3C3 at 705-759-5246 or via email [m.macdonald@cityssm.on.ca](mailto:m.macdonald@cityssm.on.ca)**.

This Request for Proposal is advertised with a closing date of **12:00 pm, local time, Friday July 17, 2020.**

We look forward to your response.

Sincerely,  
Matthew MacDonald, B.A., M.L.I.S.  
Chief Executive Officer

**THE SAULT STE. MARIE PUBLIC LIBRARY  
REQUEST FOR PROPOSAL  
ENGINEERING SERVICES FOR ASBESTOS REMOVAL AND ABATEMENT**

Sealed proposals plainly marked as to contents, will be received at the **Front Entrance of Sault Ste. Marie Public Library 50 East Street, Sault Ste. Marie, Ontario P6A 3C3** during regular operating hours until:

***12:00 O'CLOCK NOON, LOCAL TIME (EASTERN) Friday JULY 17, 2020***

for architectural/engineering drawings and plans for:

**ASBESTOS REMOVAL AND ABATEMENT  
50 East St., SAULT STE. MARIE, ONTARIO P6A 3C3**

Instructions to bidders, Request for Proposal forms, specifications, drawings and proposal envelopes may be obtained from the CEO, via email at [m.macdonald@cityssm.on.ca](mailto:m.macdonald@cityssm.on.ca).

A Site Inspection accompanied by Mr. Matthew MacDonald, (phone) 705-759-5246, (email) [m.macdonald@cityssm.on.ca](mailto:m.macdonald@cityssm.on.ca), or his designate, is recommended prior to submitting a Proposal for supply of this equipment.

The lowest or any Proposal will not necessarily be accepted.

Matthew MacDonald,  
Chief Executive Officer

# I N D E X

1) INFORMATION TO PROPONENTS

2) FORM OF PROPOSAL

3) TERMS OF REFERENCE

3) SPECIFICATIONS & DRAWINGS

# SECTION 1

## INFORMATION TO PROPONENTS

# **INFORMATION TO PROPONENTS**

## **ENGINEERING SERVICES for JAMES L. MCINTYRE CENTENNIAL LIBRARY**

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### ***1. Delivery and Opening of Proposals***

Sealed Proposals in an envelope or package visibly marked on the outside with the Name of Proponent, the Proposal Name & File Number, and the Proposal Closing Date & Time will be received by the CEO, James L. McIntyre Centennial Library, 50 East St, Sault Ste. Marie, Ontario, until 12:00 o'clock noon, local time, Friday July 17, 2020. Late Proposals will not be accepted and will be returned unopened.

The Sault Ste. Marie Public Library reserves the right to reject any or all Proposals. The lowest or any Proposal will not necessarily be accepted.

### ***2. Errors, Omissions, Clarifications***

All questions and requests for clarification, including Terms of Reference and technical information, relating to the Request for Proposal process and/or identification of any errors or omissions in the Request for Proposal documents shall be directed to Mr. Matthew MacDonald, CEO, (phone) 705-759-5246, (email) [m.macdonald@cityssm.on.ca](mailto:m.macdonald@cityssm.on.ca).

The CEO may, at his sole discretion, issue a written addendum. The CEO will not make oral interpretations or clarifications, as to the meaning of the Proposal documents.

### ***3. Informal Proposals***

Proposals shall conform to the terms and conditions set out herein. Proposals which are incomplete, conditional, or obscure, or which contain additions not called for, erasures, alterations, or irregularities of any kind, may be rejected as informal. The Form of Proposal must be legibly signed in ink by an authorized officer of the firm.

### ***4. Ability and Experience of Proponents***

No Proposal will be considered from any Proponent unless known to have a background of experience in a related enterprise of a character similar to that covered by this document.

### ***5. Conditions and Requirements for Performance – Recommended Site Inspection***

The Proponent is required to submit their Proposal upon the express conditions that they shall satisfy themselves by personal examination of the areas proposed for the removal and/or abatement of asbestos, as to the actual conditions of each location.

**A Site Inspection accompanied by Matthew MacDonald, CEO, (phone) 705-759-5246, (email) [m.macdonald@cityssm.on.ca](mailto:m.macdonald@cityssm.on.ca), or his designate, is recommended prior to submitting a Proposal for design and supply of furniture. No allowance will be made for any issues, including additional costs, which may arise in the absence of the Site Inspection as recommended.**

Each Proponent by careful examination of the RFP documents and any subsequent addenda shall satisfy themselves as to the nature of the problem areas as well as all conditions which might affect the execution of the contract, and will make the necessary changes to their proposal.

### ***6. Agreement***

**The Proponent agrees that the Sault Ste. Marie Public Library's Purchase Order issued to the successful Proponent, along with the Proposal Document submitted in response to, and in compliance with, the RFP shall constitute the basis of the Agreement. If any other document is required, Proponents shall clearly identify this requirement in the Proposal as submitted. It is preferred that a sample document be included with the Proposal for review. In the absence of**

notification from the Proponent of the requirement for additional documents, it shall be deemed that the documentation outlined in the first sentence of this paragraph shall constitute the whole of the agreement.

#### **7. Proposal Left Open**

The Proponent shall keep their Proposal open for acceptance for ninety (90) days after the closing date.

#### **8. Right to Accept or Reject Proposals**

The Sault Ste. Marie Public Library reserves the right to reject any or all Proposals or to accept any Proposal should it be deemed in the interests of the Sault Ste. Marie Public Library to do so and if only one Proposal is received, the Sault Ste. Marie Public Library reserves the right to reject it. Notwithstanding the foregoing, in the event that a preferred Proposal does not exactly and entirely meet the Sault Ste. Marie Public Library's requirements, the Sault Ste. Marie Public Library reserves the right to enter into negotiations with the selected Proponent to arrive at a mutually satisfactory arrangement with respect to any modifications to the Proposal.

#### **9. Schedule**

- A- Release of RFP June 23, 2020
- B- Submission of Proposal July 17, 2020
- C- Proposal Evaluation July 2020
- D- Recommendation of Award July 2020
- E- Award of Contract July 2020
- F- Plans and Drawings Completed August 2020
- H – RFP Released for Contractors August/September
- I – Construction Work Completed By December 31, 2020

**The Sault Ste. Marie Public Library reserves the right to alter the scheduling of items “C” to “I”.**

#### **10. Proposal Copies**

Three (3) complete sets of the Proposal documents are to be submitted– one (1) marked as **“Original”** and two (2) sets marked as **“Copy”**. The **“Form of Proposal”** included with the Proposal documents marked **“Original”** must bear **original signatures in ink** to qualify.

**Proponents are asked to designate one contact person to whom any additional information deemed to be relevant to the Proposal may be communicated.**

#### **11. Indemnity**

The successful Proponent shall indemnify the Sault Ste. Marie Public Library from all damage or expense for actual or alleged trademark, patent or copyright infringements. The successful Proponent will indemnify and save harmless the Sault Ste. Marie Public Library against and from all actions, causes of action, interest, claims, demands, costs, damages, expenses or loss which the Sault Ste. Marie Public Library may bear, suffer, incur, become liable for or be put to by reason of any damage to property or injury or death to persons by reason of, arising out of or in consequence of breach, violation of non-performance by the successful Proponent of any provision of the agreement, or by reason of or arising out of the use of the premises or in connection with the work covered by this contract, or by reason of or arising out of any act, neglect or default by the successful Proponent or any of its agents or employees or any other person or persons, in, on, or about the premises. And the Proponent covenants that the indemnity herein contained shall extend to all claims, loss, cost and damages by reason of or arising out of removal of asbestos, asbestos abatement, and/or restoration of areas where asbestos was located, in connection with this Agreement by the Proponent, its servants or agents, whether or not these have been approved by the Sault Ste. Marie Public Library, its servants or agents. The rights to indemnity contained in this paragraph shall survive any termination of this agreement, anything in this agreement to the contrary notwithstanding.

The Proponent further covenants that the indemnity herein contained shall extend to all claims, loss, cost and damages by reason of or arising out of removal of asbestos, asbestos abatement, and/or restoration of areas where asbestos was located, in connection with this Agreement by the Proponent, its servants or agents, whether or not these have been approved by the Sault Ste. Marie Public Library, its servants or agents.

The rights to indemnity contained in this paragraph shall survive any termination of this agreement, anything in this agreement to the contrary notwithstanding.

#### **12. Insurance Policy & Certificate**

The successful Proponent will indemnify and save harmless the Sault Ste. Marie Public Library of any action arising out of the course of this agreement and will provide a Certificate of Insurance certifying Public Liability and Property Damage Insurance for a minimum of \$2,000,000.00 per occurrence, prior to the commencement of the contract. The successful Proponent shall maintain such insurance as will protect the Proponent and the Sault Ste. Marie Public Library from all claims for damage or loss, or personal and bodily injury, including death, and from all claims of property damage on an occurrence basis which may arise from their operation under this contract.

The insurance shall be Comprehensive Liability Insurance, including Product and Completed Operations Liability, Contractual Liability, Owners and/or Contractors Protective Liability, Contingent Employers Liability, and shall contain a Cross Liability Clause protecting the Sault Ste. Marie Public Library as if separately insured. The insurance shall have a limit of not less than \$2,000,000.00 inclusive for any one occurrence. The deductible amount or amounts in any insurance policy required by the Sault Ste. Marie Public Library pursuant to this contract shall be subject to the approval of the Sault Ste. Marie Public Library. In the event that the Sault Ste. Marie Public Library does not accept the deductible amount as proposed by the Contractor, the Contractor shall provide insurance coverage with a deductible amount acceptable to the Sault Ste. Marie Public Library.

#### **13. Contractor Pre-Qualification Program**

**The successful Proponent shall be responsible for the supervision of the project. Personal Protective Equipment (PPE) must be used by its employees as required to perform the required work, and be maintained in a safe working condition. The successful Proponent is responsible for the supply of all safety equipment required by its employees.**

**The successful Proponent and all Contractors are required to comply with the requirements of the City of Sault Ste. Marie's Contractor Pre-Qualification Program prior to the start of onsite work on this Contract. These requirements include but are not limited to WSIB Coverage, Liability Insurance Coverage, Accessibility Training, and Safe Work Practices. Details regarding compliance with this requirement may be obtained by contacting Aldo Iacoe, Health & Safety Coordinator, telephone 705-759-5367 or by email to [a.iacoe@cityssm.on.ca](mailto:a.iacoe@cityssm.on.ca).**

**Responsibility for compliance with this requirement by any Subcontractor is the responsibility of the successful Proponent.**

#### **14. Subletting**

The successful Proponent shall keep the work under their personal control, and shall not assign, transfer or sublet any portion without first obtaining the written consent of the CEO, or his designate. The consent of the CEO of any such assignment, transfer or subletting, shall not, however, relieve the successful Proponent of any responsibility for the proper commencement, execution and completion of the work according to the terms of the contract, and the successful Proponent shall, either in person or through an accredited agent, receive all notices, communications, orders, instructions or legal service as if the Proponent were performing the work with their own plant and employees.

### **15. Interviews**

Proponents may be required to attend an interview to detail features of the planned asbestos removal and abatement and restoration. Any costs associated with attendance are the responsibility of the Proponent (see Paragraph 16 below).

### **16. Incurred Costs**

The Sault Ste. Marie Public Library will not be liable nor reimburse any Proponent for costs incurred in the preparation of Proposals, inspections, demonstrations, or any other services that may be required as part of the evaluation process. **Whenever possible, at the sole determination of the Sault Ste. Marie Public Library, additional information and/or clarifications will be obtained by telephone or other electronic means.**

### **17. Alterations to Documents**

No electronic reproduction or alteration of the original document will be permitted under any circumstance. The Proponent shall not change the wording of the Proposal after submission; and no words or comments shall be added to the general conditions or detailed specifications unless requested by the CEO for the purpose of clarification.

### **18. Confidentiality & Post-Award Comment**

No Proponent shall have the right to review or receive any information with respect to a Proposal, documentation, or information submitted by any other Proponent. The content of the Proposal, and all documentation, and information shall be held in confidence by the Sault Ste. Marie Public Library, subject only to the provision of freedom of information and privacy legislation, including without limitation, the *Municipal Freedom of Information and Protection of Privacy Act*. Post-Award Comment by the Sault Ste. Marie Public Library regarding this Request for Proposal will be limited to written notification to all Proponents of the successful Proponent's name and address **only**. In submitting a Proposal, Proponents acknowledge and agree to this provision.

### **19. Municipal Freedom of Information & Protection of Privacy Act**

The Sault Ste. Marie Public Library is governed by the provisions of the Municipal Freedom of Information and Protection of Privacy Act. The Act gives persons a right of access to information held by the library. The right of access is subject to the exemptions contained in the Act.



## SECTION 2

### FORM OF PROPOSAL

**FORM OF PROPOSAL  
ENGINEERING SERVICES FOR ASBESTOS REMOVAL AND ABATEMENT**

Mr. Wayne Greco, Chair  
& Members of the Sault Ste. Marie Public Library Board  
50 East Street  
Sault Ste. Marie, ON P6A 3C3

I/We the undersigned, hereby submit the attached Proposal to satisfy the requirements laid out by the Sault Ste. Marie Public Library.

I/We have reviewed and understand the Information to Proponents (Section 1) of the RFP and agree to the terms and conditions contained therein in submitting this Proposal.

I/We have submitted all Pricing Schedules **(in Canadian Dollars)**, and all other information requested with the Proposal (required to qualify).

**I/We agree that this Proposal shall be irrevocable from the time and date that the Proposals are opened in accordance with the time period stated in Paragraph 7 of the Information to Proponents.**

I/We agree that this Proposal is made without any connection, knowledge, comparison of figures or arrangements with any other person or persons submitting a Proposal for the same purpose and is in all respects fair and without collusion or fraud.

It is further understood and agreed that the lowest or any Proposal will not necessarily be accepted and that the Sault Ste. Marie Public Library reserves the right in its absolute discretion to reject any or all Proposals, or accept the Proposal deemed most acceptable to the Sault Ste. Marie Public Library.

The Sault Ste. Marie Public Library further reserves the right to negotiate further with the successful Proponent to finalize the terms and conditions of the Proposal.

I/We agree that the Sault Ste. Marie Public Library's Purchase Order and Request for Proposal Document; as well as the Proposal submitted shall constitute the whole of the Agreement with the successful Proponent unless stated below:

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This **"Form of Proposal"** must be completed, legibly signed in ink, and returned as part of the Proposal submission to qualify.

## FORM OF PROPOSAL (cont'd)

BID AMOUNT

### ENGINEERING SERVICES

**Bid Amount**

#### 1.1 Asbestos removal and abatement

All Products & Services \$

**Note: Quoted Prices are in Canadian Dollars and do not include Harmonized Sales Taxes.**

It is understood that the pricing above is the total price for all services requested per the specifications listed in Section 3.

In the case of a mathematical discrepancy in the bid pricing per category, the Unit Prices bid for each item shall prevail.

\_\_\_\_\_  
NAME OF COMPANY

(SEAL)

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY

\_\_\_\_\_  
POSTAL CODE

\_\_\_\_\_  
SIGNING OFFICER SIGNATURE  
Corporate Seal is not affixed to Form of Proposal)

\_\_\_\_\_  
WITNESS' SIGNATURE

\_\_\_\_\_  
SIGNING OFFICER (PRINT NAME)

\_\_\_\_\_  
TELEPHONE NUMBER

\_\_\_\_\_  
EMAIL of SIGNING OFFICER

\_\_\_\_\_  
DATE

## SECTION 3

### TERMS OF REFERENCE

## TERMS OF REFERENCE ENGINEERING SERVICES FOR ASBESTOS REMOVAL AND ABATEMENT

### **1. Introduction**

The Library Board intends to receive bids for engineering services for the removal and abatement of asbestos within the James L. McIntyre Centennial Library located at 50 East St, Sault Ste. Marie, ON.

The Library location is currently closed to the public during the Covid-19 pandemic with no current reopening date. Though the Library location is closed to the public, staff still work at the location daily, Monday through Saturday. Asbestos should be removed and abated and restoration completed in an expedient way to take advantage of the current closure, to minimize disruptions to library services.

Bidders are required to provide with their RFP submission a projected Project Timeline For drawings, instructions and tendering, showing anticipated total number of days/hours **each component** of the Work shall require. The exact schedule will be approved by the CEO upon the awarding of the contract and may include daytime as well as evening and weekend work (if required). No allowance will be given for premiums associated with evening and weekend work.

### **2. Familiarity with Requirements – Proponent's Responsibility**

Proponents should address any questions regarding technical information or clarification of the Terms of Reference to Matthew MacDonald, CEO, (phone) 705-759-5246, or by email to [m.macdonald@cityssm.on.ca](mailto:m.macdonald@cityssm.on.ca). A Site Inspection accompanied by Mr. Matthew MacDonald, or his designate, is recommended prior to submitting a Proposal for Engineering Services.

### **3. General**

The successful Proponent will provide detailed drawings and plans for removing and abating asbestos from within the James L. McIntyre Centennial Library, with priority being on the lower ceilings in public areas as specified and agreed upon in the accepted Proposal. All areas must be restored following asbestos removal.

The Library has established a budget for engineering services and the removal and abatement of asbestos. It is agreed and understood that the Library may elect to modify the quantities/areas listed in each Category based on budget considerations, at its sole discretion.

Scope of work includes:

- A detailed plan for removal and abatement of asbestos, including restoration work.
- Drawings
- Overseeing the RFP process for contractors and the overall project
- Regular site inspections
- Ensuring proper disposal of asbestos and that areas of the Library do not become contaminated
- Ensuring strict adherence to health and safety standards

In the case of a mathematical discrepancy in the bid pricing, the Unit Prices bid for each item shall prevail.

#### **4. Direction of Installation, Manuals & Training**

The successful Proponent shall ensure that all contractors comply with all Manufacturer's Instructions for preparation and installation. The Proponent must ensure that the installation process used does not negate any applicable warranties. The Proponent shall provide the Library with a copy of the Manufacturer's Installation Instructions, Warranties and other documentation per item type acquired, if any.

The Library will be responsible for controlling access to the work area.

The successful Proponent will ensure that each contractor will have a competent Supervisor **onsite for the entire removal and restoration period** (see provisions of the City's Contractor Pre-Qualification Program – Paragraph 13 of the Information to Proponents for this RFP) to direct and supervise the installation.

The Project will not be considered complete until the asbestos has been removed/abated the area(s) restored, inspected, and approved by the CEO, or his designate.

#### **5. Pricing – to be submitted in Canadian Dollars**

Proponents shall provide Pricing Schedules (HST extra) for the creation of plans and drawings as they relate to the asbestos removal and abatement. All other applicable pricing should be detailed. (HST extra)

#### **6. Removal and Abatement Time Period**

Where the Library is currently closed to the public due to a pandemic, the removal and abatement of asbestos will have a minimal disruption to library services. Once the library has reopened to the public the removal and abatement of asbestos will likely have a significant impact on Library services. Therefore, it is preferable to complete the overall project in an expedient and timely way. The exact schedule will be approved by the CEO upon the awarding of the contract and may include daytime as well as evening and weekend work (if required). No allowance will be given to contractors for premiums associated with evening and weekend work.

#### **7. Proposal Content**

Three (3) sets of the Proposal documents shall be submitted – one (1) marked as **“Original”** and two (2) marked as **“Copy”**.

**To aid the Sault Ste. Marie Public Library in evaluation of the Proposals submitted, the following components are to be included in each set of Proposal documents. The order is to be maintained in the Proposal Submission. Pages are to be numbered and each document securely bound (method at discretion of Proponent):**

**Title Page** - Showing RFP name and file number, closing date and time, Proponent's name, address, telephone number, facsimile number and name of Contact Person (with email address).

**Table of Contents** - Include page numbers.

**Letter of Introduction** - One page, introducing the Proponent and signed by the person(s) authorized to sign on behalf of, and bind the Proponent to, statements made in response to this RFP.

**Form of Proposal** - As included in Section 2 of the Request for Proposal – alterations not permitted. Signed and witnessed as required – **original signatures in legible ink must be present in the Proposal Document set marked “Original”.**

**Proponent’s Response –**

**Summary** – Provide a short summary of the plan to remove and abate asbestos in the various areas of the James L. McIntyre Centennial Library in areas identified in the provided asbestos reports. Past successful experience by the Proponent in such project management should be listed.

**Proposed Solutions** – Provide overview of the areas and solutions proposed for removing asbestos and/or doing abatement such as encapsulation. Information regarding the restoration of those areas must be outlined. The Proponent is to provide drawings indicating target areas.

**Pricing** – Provide detailed Pricing Schedules. See Paragraphs 3, 4 & 5 above in the Terms of Reference for any clarification required.

**Methodology and Work Plan** – Provide details of proposed schedule recognizing that desired completion is on or before December 31, 2020. Provide details of ideal Crew Size for installation including any required skills. Provide details of any requirements for site preparation to be performed by the Library prior to the start of installation.

**Manuals & Training** – Detail Manuals and Training to be provided as per Paragraph 4 above.

**References** – Provide a list of references (minimum of three (3) preferred) for which the Proponent has supplied plans and drawings for asbestos removal and abatement in the past five (5) years. Full Contact details including Contact Name and Coordinates to be included.

**Proponents should also include any other information or documentation that they deem to be of assistance to the Sault Ste. Marie Public Library during the Evaluation Process.**

## **8. Evaluation**

The Sault Ste. Marie Public Library will evaluate all Proposals received on the basis of defined evaluation criteria. These criteria will not be made available to prospective Proponents. The evaluation criteria will reflect the submission requirements above and include:

- Quality and clarity of the submission;
- The degree to which all objectives of the Sault Ste. Marie Public Library are met;
- Nature and suitability of solution(s);
- Commitment to required timeline;
- Pricing;

**The above list of criteria represents areas which are to be specifically addressed in the Proposal. The evaluation process will not be limited to these areas. Other criteria not specifically listed above will also receive consideration. The order in which the criteria are listed does not indicate the weighting of the evaluation.**

As noted, the Sault Ste. Marie Public Library reserves the right, in its sole and absolute discretion to select a preferred Proponent with which to negotiate a final contract, terminate the Proposal call and negotiate with one or more Proponents, or reject any and all Proposals. The Sault Ste. Marie Public Library will not necessarily select the Proposal with the lowest proposed cost; or any other Proposal.

Proponents are reminded that there is no recourse to the Sault Ste. Marie Public Library for its decision and the Sault Ste. Marie Public Library will not provide any compensation to

Proponents for costs incurred in the preparation of Proposals; or preparation for, or attendance at, any interview or demonstration requested as part of the evaluation process for Proposals received. The Sault Ste. Marie Public Library will attempt to obtain any further required information or clarification by electronic means whenever possible.

The Sault Ste. Marie Public Library will endeavour to complete the evaluation process in the shortest time possible. **The Sault Ste. Marie Public Library reserves the right to contact Proponents to seek clarification of the Proposals, as submitted, to assist in the evaluation process.**



**SECTION 4**

**SPECIFICATIONS**

**&**

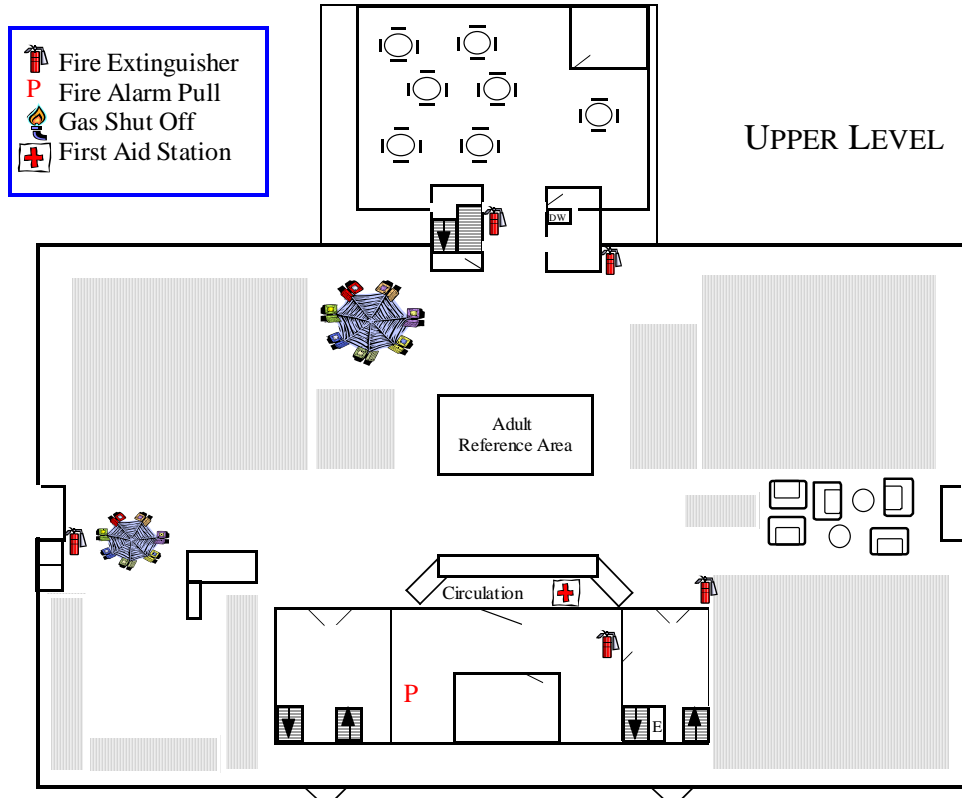
**DRAWINGS**

## **APPENDIX A**

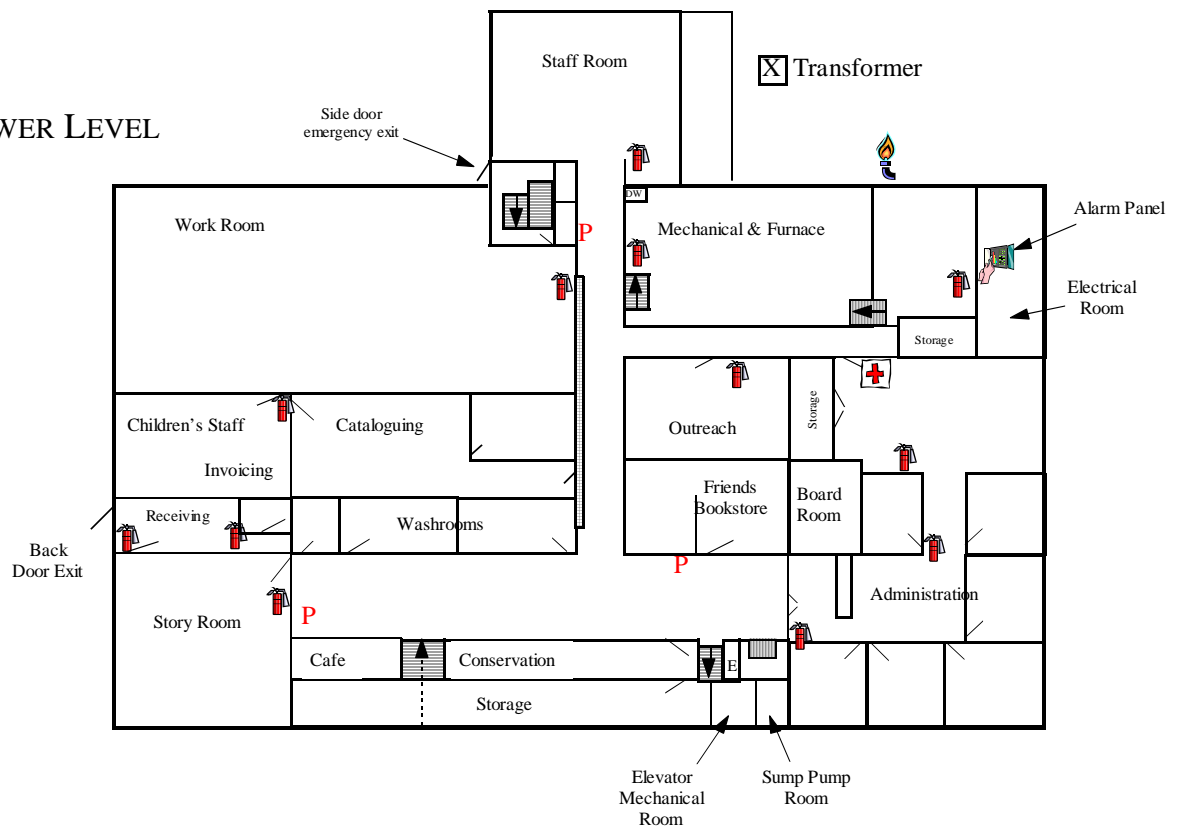
### **JAMES L. MCINTYRE CENTENNIAL LIBRARY FLOOR PLANS**

## FLOOR PLANS

### MAIN



### LOWER LEVEL



**APPENDIX B**

**RISK CHECK REPORT:**

**2019 ANNUAL ASBESTOS CONTAINING MATERIALS REASSESSMENT**



# 2018 ANNUAL ASBESTOS CONTAINING MATERIALS REASSESSMENT

**Centennial Library  
50 East Street  
Sault Ste. Marie, Ontario**



**Prepared for:**

The Corporation of the City of Sault Ste. Marie  
99 Foster Drive – Level 2  
Sault Ste. Marie, Ontario, P6A 5X6

**Prepared by:**

RiskCheck Environmental Ltd.  
Atria II, Suite 1501  
2235 Sheppard Avenue East  
Toronto, Ontario, M2J 5B5  
Tel: (416) 640-2444  
Fax: (416) 640-2445  
[www.riskcheckinc.com](http://www.riskcheckinc.com)

**Report Date: October 12, 2018  
RiskCheck Project No. 28726**



## EXECUTIVE SUMMARY

RiskCheck Environmental Ltd. (RiskCheck) was retained by The Corporation of the City of Sault Ste. Marie, (The City, Client) to conduct the 2018 Annual Asbestos Containing Materials (ACM) Reassessment in the building known as Centennial Library, located at 50 East Street, in Sault Ste. Marie, Ontario (subject building).

The 2018 Annual ACM Reassessment was requested by The City to meet the requirements listed in Ontario Regulation (O. Reg.) 278/05 – *Designated Substance – Asbestos on Construction Projects and in Buildings and Repair Operations* (as amended).

Fieldwork was conducted on July 19, 2018. Fieldwork included a thorough visual inspection of accessible areas of the subject building with previously identified ACM.

The following table indicates the ACM that were suspected or confirmed to be present within the building materials observed in the subject building:

Location	Material & Description	Quantity (Approx.)	Condition	Sample No. / Result	Recommended Action
<b>Asbestos</b>					
Lower – Stairwell by Staff Room	Parging Cement Fittings - CHW	10 Each (Ea)	Good	Previously determined to be ACM	Manage in place. All visually similar cement products throughout the subject building are presumed to contain asbestos.
Lower – Boiler Room		10 Ea			
Penthouse		12 Ea			
Lower – Work Room	Parging Cement Fittings - Drainage	3 Ea	Good	Previously determined to be ACM	Manage in place. All visually similar cement products throughout the subject building are presumed to contain asbestos.
Lower – Boiler Room	Parging Cement Fittings - DCW	4 Ea	Good	Previously determined to be ACM	Manage in place. All visually similar cement products throughout the subject building are presumed to contain asbestos.

Location	Material & Description	Quantity (Approx.)	Condition	Sample No. / Result	Recommended Action
Lower – Work Room	Parging Cement Fittings - HWH	16 Ea	Good	Previously determined to be ACM	Manage in place. All visually similar cement products throughout the subject building are presumed to contain asbestos.
Lower – Boiler Room		10 Ea			
Lower – Receiving		14 Ea			
Penthouse		12 Ea			
Lower – Boiler Room	Parging Cement Fittings - DHW	6 Ea	Good	Previously determined to be ACM	Manage in place. All visually similar cement products throughout the subject building are presumed to contain asbestos.
Lower – Receiving	Parging Cement Fittings - DW	20 Ea	Good	Previously determined to be ACM	Manage in place. All visually similar cement products throughout the subject building are presumed to contain asbestos.
Lower – Janitor Room		3 Ea			
Penthouse		10 Ea			
Lower – Staff Hall 2	12"x12" Brown with Light Streaks Vinyl Floor Tiles	225 ft <sup>2</sup>	Good	Presumed ACM	Manage in place. All visually similar vinyl floor tiles throughout the subject building are considered to contain asbestos.
Lower – Projection Room		112 ft <sup>2</sup>			
Lower – Staff Hall 1		400 ft <sup>2</sup>			
Upper – Janitor Room		40 ft <sup>2</sup>			
Lower – Sump Pump	Duct Parging	Not Estimated (N/E)	Good	Previously determined to be ACM	Manage in place. All visually similar cement products throughout the subject building are presumed to contain asbestos.

Location	Material & Description	Quantity (Approx.)	Condition	Sample No. / Result	Recommended Action
Upper – Janitor Room	Duct Parging	Unknown	Unknown	Previously determined to be ACM	Not observed at time of 2018 site visit.
Lower – Boiler Room	Vibration Damper	2 Ea	Good	Presumed ACM	Manage in place. All visually similar vibration dampers throughout the subject building are considered to contain asbestos.
Lower – Janitor Room		1 Ea	Good		Not observed at time of 2018 site visit.
Penthouse		6 Ea	Good		Manage in place. All visually similar vibration dampers throughout the subject building are considered to contain asbestos.
Penthouse	Wrap Packing	N/E	Good	Previously determined to be ACM	Manage in place. All visually similar wrap packing throughout the subject building is considered to contain asbestos.
Lower – Staff Room	Texture Coat	875 ft <sup>2</sup>	Good	Previously determined to be ACM	Manage in place. All visually similar texture coating throughout the subject building is considered to contain asbestos.
Lower – Staff Hall 2		225 ft <sup>2</sup>			
Lower – Conservation Room		300 ft <sup>2</sup>			
Lower – Staff Hall 1		400 ft <sup>2</sup>			
Lower – Story Room		1200 ft <sup>2</sup>			
Lower – Lower Lobby		800 ft <sup>2</sup>			



Location	Material & Description	Quantity (Approx.)	Condition	Sample No. / Result	Recommended Action
Upper – Low Ceiling Areas	Texture Coat	2,800 ft <sup>2</sup>	Fair	Previously determined to be ACM	Manage in place. Refer to other reports for air monitoring results and recommendations.
Upper – High Ceiling Areas		4,400 ft <sup>2</sup>	Good		Manage in place. All visually similar texture coating throughout the subject building is considered to contain asbestos.
Upper – Hallway to Govt Docs		200 ft <sup>2</sup>	Good		
Upper – Main Lobby		490 ft <sup>2</sup>	Good		

### Summary of Recommendations:

Based on the visual observations noted during the 2018 Annual ACM Reassessment, the following conclusions and recommendations are provided:

- 1) This 2018 Annual ACM Reassessment report should be read in conjunction with previous ACM related reports for the subject building.
- 2) Additional ACM may be present outside the specific areas and materials of the subject building. If concealed materials are observed during renovation/demolition activities, it is recommended to sample the materials and submit for analysis of asbestos content.
- 3) It is recommended that the known ACM continue to be managed through the onsite Asbestos Management Plan (AMP) for the subject building. The AMP should be inclusive of asbestos and regulatory background, asbestos records, procedures to notify building occupants and contractors, work procedures, and training requirements for workers.
- 4) As part of the on-going management of ACM within the subject building and to maintain compliance with O. Reg. 278/05; the asbestos record must be updated at least once in a 12-month calendar year to determine if the conditions of the ACM have changed and if they may require repair or removal.
- 5) Any disturbance or removal of ACM must be completed by a licensed abatement contractor under the direct supervision of an environmental consultant following the asbestos abatement procedures as outlined in O. Reg. 278/05. Update the asbestos record following the completion of any repair or removal of ACM.

- 6) The ACM Reassessment was conducted for the purposes of long-term management of ACM at the subject building and was completed on a representative basis for the subject building. The assessment was not conducted for renovation or demolition purposes. In the event of renovation or demolition activities, an intrusive Designated Substances Survey of the proposed renovation/demolition areas shall be required to determine the presence/absence of designated substances in those areas prior to any construction related disturbance of the building materials, to maintain compliance with O. Reg. 490/09 – *Designated Substances* (as amended).

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**Appendix A** – 2018 Annual Asbestos Containing Material Summary Table

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## 1.0 INTRODUCTION

RiskCheck Environmental Ltd. (RiskCheck) was retained by The Corporation of the City of Sault Ste. Marie, (The City, Client) to conduct the 2018 Annual Asbestos Containing Materials (ACM) Reassessment in the building known as Centennial Library, located at 50 East Street, in Sault Ste. Marie, Ontario (subject building). The 2018 Annual ACM Reassessment was performed by Mr. Paul Theriault on July 19, 2018. Access to the subject building was provided by Mr. Matthew MacDonald of The City, who accompanied the RiskCheck representative during portions of the site visit.

The purpose of the 2018 Annual ACM Reassessment was to determine the condition of known ACM that were previously identified in select areas of the subject building, update the supporting documents, identify any changes that may have occurred to the condition/quantities of the known ACM and document any newly identified ACM that may have been observed.

RiskCheck also understands that the 2018 Annual ACM Reassessment was requested by The City to meet the requirements listed in Ontario Regulation (O. Reg.) 278/05 – *Designated Substance – Asbestos on Construction Projects and in Buildings and Repair Operations* (as amended).

## 2.0 BUILDING DESCRIPTION

At the time of the site visit on July 19, 2018, the subject building was comprised of the following details:

Component	Subject Building Features	
Building Use:	Institutional building utilized as a library	
Number of Buildings	1	
Number of Levels:	Two-storeys, lower level is partially below grade and upper level is above grade	
Approximate Building Area:	<u>Square Metres (m<sup>2</sup>)</u> : 3,115	<u>Square Feet (ft<sup>2</sup>)</u> : 33,525
Year of Construction:	1965	Known Additions: Unknown
Flooring Finishes:	Carpet, concrete, laminant, vinyl floor tiles, and wood	
Wall Finishes:	Concrete block and drywall	
Ceiling Finishes:	Acoustic lay-in ceiling tiles, drywall, metal slats, and texture coat	
Building Structure:	<u>Floor</u> : Concrete	
	<u>Wall Frame</u> : Concrete (e.g. columns)	
	<u>Ceiling Frame</u> : Concrete (e.g. beam, deck, joist)	
Building Exterior Facade:	Brick, metal panels, glazing	
Roofing Type:	Unknown	

Component	Subject Building Features
Heating, Ventilation and Air Conditioning (HVAC):	Boiler units providing hot water to air handling units, perimeter radiators, and suspended heaters; chiller unit providing chilled water to air handling units

The subject building was occupied at the time of the site visit.

### 3.0 SCOPE OF WORK

The 2018 Annual ACM Reassessment conducted by RiskCheck consisted of the following:

- Review of previous environmental reports (including previous surveys, drawings, abatement reports etc.) pertaining to the subject building provided to RiskCheck by the Client;
- Visual inspection and/or inquiry with the site contact as to the condition of known ACM based on locations and quantities previously reported;
- Collection and submission of bulk samples where required, if unidentified suspect ACM were observed during the Annual ACM Reassessment;
- Update the 2018 Annual ACM Reassessment summary table and figures where necessary;
- Obtain representative site photographs of previously and newly identified presumed/suspect or damaged ACM; and
- Preparation of a report summarizing the findings of items above and providing recommendations as necessary regarding the ongoing management of ACM identified at the subject building.

#### 3.1 Records Review

As part of the 2018 Annual ACM Reassessment, RiskCheck reviewed the following report:

- “City of Sault Ste. Marie, Asbestos Re-Surveys 2016, Master Summary”, excel file prepared for The City by Harris Building Science Inc.

As identified in the above noted environmental reports, building materials that were identified to be suspect/presumed or confirmed to be ACM were summarized in the 2018 Annual ACM Reassessment summary table provided in Appendix A.

### 4.0 METHODOLOGY

The 2018 Annual ACM Reassessment consisted of a visual (non-intrusive) inspection of ACM that were previously identified and reported to be present in the subject building. Any changes to the inventory of ACM onsite; specifically changes to the condition, quantity, location, friability, accessibility and likelihood of damage were documented and are presented in this report. Selected photographs from the 2018

Annual ACM Reassessment are included in Appendix B. Changes to the site figures where applicable, were completed and are provided in Appendix C.

RiskCheck relied on The City to provide access to locked or limited-access areas of the subject building on the date of the site visit. All areas of the subject building with previously identified ACM were accessible at the time of the 2018 Annual ACM Reassessment.

## 5.0 SITE FINDINGS AND DISCUSSION

### 5.1 *Previously Identified ACM*

At the time of the 2018 Annual ACM Reassessment site visit, ACM that were previously identified and recorded to be present in the subject building were generally observed to be in good condition. The quantities of the previously identified ACM were similar when compared to the previous environmental report (listed in Section 3.1).

It should be noted that additional ACM could exist in visually inaccessible areas or areas of the subject building that were not made accessible to the RiskCheck site representative.

Upon review of the site observations noted during the 2018 Annual ACM Reassessment and the analytical results (where applicable), the inventoried ACM present within the subject building are generally in compliance with the requirements of O. Reg. 278/05. ACM texture coat on low ceiling areas of the upper level library should continue to be monitored for deterioration and removed or encapsulated if continued damaged is noted.

If a specific area within the subject building is scheduled to undergo interior renovation or demolition activities, an intrusive Designated Substances Survey of the proposed renovation/demolition areas shall be required to determine the presence/absence of designated substances in those areas prior to any construction related disturbance of the building materials, to maintain compliance with O. Reg. 490/09 – *Designated Substances* (as amended).

## 6.0 CONCLUSIONS AND RECOMMENDATIONS

Based on the visual observations noted during the 2018 Annual ACM Reassessment, the following conclusions and recommendations are provided:

- 1) This 2018 Annual ACM Reassessment report should be read in conjunction with previous ACM related reports for the subject building.
- 2) Additional ACM may be present outside the specific areas and materials of the subject building. If concealed materials are observed during renovation/demolition activities, it is recommended to sample the materials and submit for analysis of asbestos content.
- 3) It is recommended that the known ACM continue to be managed through the onsite Asbestos Management Plan (AMP) for the subject building. The AMP should be inclusive of asbestos and

regulatory background, asbestos records, procedures to notify building occupants and contractors, work procedures, and training requirements for workers.

- 4) As part of the on-going management of ACM within the subject building and to maintain compliance with O. Reg. 278/05; the asbestos record must be updated at least once in a 12-month calendar year to determine if the conditions of the ACM have changed and if they may require repair or removal.
- 5) Any disturbance or removal of ACM must be completed by a licensed abatement contractor under the direct supervision of an environmental consultant following the asbestos abatement procedures as outlined in O. Reg. 278/05. Update the asbestos record following the completion of any repair or removal of ACM.
- 6) The ACM Reassessment was conducted for the purposes of long-term management of ACM at the subject building and was completed on a representative basis for the subject building. The assessment was not conducted for renovation or demolition purposes. In the event of renovation or demolition activities, an intrusive Designated Substances Survey of the proposed renovation/demolition areas shall be required to determine the presence/absence of designated substances in those areas prior to any construction related disturbance of the building materials, to maintain compliance with O. Reg. 490/09 – *Designated Substances* (as amended).

## 7.0 CLOSURE

This report was prepared for the exclusive use of The Corporation of the City of Sault Ste. Marie, (The City, Client). The report may not be relied upon by any other person or entity without the express written consent of RiskCheck Environmental Ltd. (RiskCheck) and The City. Any use that a party makes of this report, or any reliance on decisions made based on it, is the sole responsibility of such parties. RiskCheck accepts no responsibility for damages, if any, suffered by any party as a result of decisions made or actions based on this report.

The information and conclusions contained in this report are based upon work undertaken by trained professional and technical staff in accordance with generally accepted engineering and scientific practices current at the time the work was performed. Some of the information presented in this report may have been provided through existing documents and/or interviews. For this Annual ACM Reassessment, the information provided in reports provided to RiskCheck was not verified. Conclusions presented in the letter report should not be construed as legal advice. No assurance is made regarding changes in conditions or practices subsequent to the time of the investigation.

The conclusions presented represent the best judgement of the assessor, based on the limited activities carried out. Due to the nature of the subject building, the assessor cannot warrant against undiscovered asbestos containing materials that may still exist between walls or behind other enclosures/barriers which would not have been visible during inspection activities.

RiskCheck makes no other representation whatsoever, including those concerning the legal significance of its findings, or as to the other legal matters addressed incidentally in this report, including but not limited to the application of any law to the facts set forth herein. With respect to regulatory compliance

issues, regulatory statutes are subject to interpretation. These interpretations may change over time, thus The City should review such issues with appropriate legal counsel. The asbestos containing materials locations and conclusions provided are based on information obtained from visual inspection and limited sampling carried out, at the specific test locations, and information obtained from the building personnel. The results can only be extrapolated to an undefined area around the test locations. It is possible that additional, concealed designated substances may become evident during demolition/renovation activities.

Any quantities or areas (including but not limited to damaged areas, mould affected areas, asbestos or lead containing materials) provided in this report are order-of-magnitude values or estimates and should not be considered as exact values. Should there be a requirement for abatement (e.g. asbestos, lead or mould), the estimated quantities or areas noted are not to be used for tender documents or providing quotations or for any other business decisions without prior consent from RiskCheck. A more detailed site investigation may be required to verify the quantity and/or areas of materials and site conditions that may affect the overall project cost. Furthermore, it is important to note that the conditions of the potential hazardous building materials may have changed since the time of the RiskCheck site visit or investigation. RiskCheck will not be held responsible for any deviations in the estimated quantities or areas documented.

A copy of our Limitations, Terms and Conditions of Retainer is appended to this report as Appendix D and applies to all work performed.

We trust this report meets your current requirements. Should you have any questions or require clarification or additional information, please do not hesitate to contact the undersigned.

Respectfully submitted,

**RISKCHECK ENVIRONMENTAL LTD.**



Paul Theriault, B.Sc. (Env)  
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Distribution: (1 PDF Copy) Mr. Aldo Iacoe, (The Corporation of the City of Sault Ste. Marie)



Professional Engineers  
Ontario



# **APPENDIX A**

## **2018 ANNUAL ASBESTOS CONTAINING MATERIAL SUMMARY TABLE**

**TABLE 1 - SUMMARY OF SUSPECT AND CONFIRMED ACM SAMPLE RESULTS**

CITY OF SAULT STE. MARIE		CONSTRUCTION DATE: 1965					RiskCheck Environmental Ltd.
ASBESTOS SURVEY							2235 Sheppard Avenue East, Atrium II, Suite 1501
LOCATION: 50 EAST ST. - MAIN LIBRARY							Toronto, Ontario, M2J 5B5
SURVEY DATE: July 19, 2018							Tel.: (416) 640-2444
							*CONDITION CODE:
							G = Good
		Y = YES					F = Fair (repairs required)
		N = NO					P = Poor (immediate repair or removal is required)
		P = Possible					
FLOOR	SUITE DESCR.	ASBESTOS DETECTED?	SYSTEM (S)	HAZARD	FRIABLE?	CODE	COMMENTS
Lower	Stairwell by Staff Room	Y	CHW	Parging Cement Fittings	Yes	G	Ten (10) parging cement fittings were observed. Manage in place.
Lower	Staff Room	Y	CEILING	Texture Coat	Yes	G	Approximately 875 ft <sup>2</sup> of texture coat was observed. Manage in place.
Lower	Work Room	Y	DRAINAGE	Parging Cement Fittings	Yes	G	Three (3) parging cement fittings were observed. Manage in place.
Lower	Work Room	Y	HWH	Parging Cement Fittings	Yes	G	Sixteen (16) parging cement fittings were observed. Manage in place.
Lower	Boiler Room	Y	HWH	Parging Cement Fittings	Yes	G	Ten (10) parging cement fittings were observed. Manage in place. Boilers and some related piping replaced - 2010.
Lower	Boiler Room	Y	CHW	Parging Cement Fittings	Yes	G	Ten (10) parging cement fittings were observed. Manage in place.
Lower	Boiler Room	Y	DCW	Parging Cement Fittings	Yes	G	Four (4) parging cement fittings were observed. Manage in place.
Lower	Boiler Room	Y	DHW	Parging Cement Fittings	Yes	G	Six (6) parging cement fittings were observed. Manage in place.
Lower	Boiler Room	P	DUCT	Vibration Damper	No	G	Two (2) vibration dampers were observed. Manage in place.
Lower	Staff Hall 2	Y	CEILING	Texture Coat	Yes	G	Approximately 225 ft <sup>2</sup> of texture coat was observed. Manage in place.
Lower	Staff Hall 2	P	FLOORING	12"x12" Vinyl Floor Tiles	No	G	Brown with light streaks vinyl floor tiles (approximately 225 ft <sup>2</sup> ).
Lower	Projection Room	P	FLOORING	12"x12" Vinyl Floor Tiles	No	G	Brown with light streaks vinyl floor tiles (approximately 112 ft <sup>2</sup> ).
Lower	Receiving	Y	DW	Parging Cement Fittings	Yes	G	Twenty (20) parging cement fittings were observed. Manage in place.
Lower	Receiving	Y	HWH	Parging Cement Fittings	Yes	G	Fourteen (14) parging cement fittings were observed. Manage in place.
Lower	Jan. Rm.	P	DUCT	Vibration Damper	No	G	One (1) vibration damper was observed. Manage in place.
Lower	Jan. Rm.	Y	DW	Parging Cement Fittings	Yes	G	Three (3) parging cement fittings were observed. Manage in place.
Lower	Conservation Room	Y	CEILING	Texture Coat	Yes	G	Approximately 300 ft <sup>2</sup> of texture coat was observed. Manage in place.
Lower	Sump Pump	Y	DUCT	Duct Parging	Yes	G	Not observed, presumed to have been abated.
Lower	Staff Hall 1	P	FLOORING	12"x12" Vinyl Floor Tiles	No	G	Brown with light streaks vinyl floor tiles (approximately 400 ft <sup>2</sup> ).
Lower	Staff Hall 1	Y	CEILING	Texture Coat	Yes	G	Approximately 400 ft <sup>2</sup> of texture coat was observed. Manage in place.
Lower	Story Room	Y	CEILING	Texture Coat	Yes	G	Approximately 1200 ft <sup>2</sup> of texture coat was observed. Manage in place.
Lower	Lower Lobby	Y	CEILING	Texture Coat	Yes	G	Approximately 800 ft <sup>2</sup> of texture coat was observed. Manage in place.
Upper	Jan. Rm.	P	FLOORING	12"x12" Vinyl Floor Tiles	No	G	Brown with light streaks vinyl floor tiles (approximately 40 ft <sup>2</sup> ).
Upper	Jan. Rm.	Y	DUCT	Duct Parging	Yes	G	Not observed, presumed to have been abated.
Upper	Open Areas	Y	CEILING	Texture Coat on High Ceiling	Yes	G	Approximately 4,400 ft <sup>2</sup>
Upper	Corner Areas	Y	CEILING	Texture Coat on Low Ceiling	Yes	F	Continued deterioration - see separate reports. Approximately 2,800 ft <sup>2</sup>
Upper	Hallway to Govt Docs	Y	CEILING	Texture Coat	Yes	G	Approximately 200 ft <sup>2</sup> , some water-staining
Upper	Lobby	Y	CEILING	Texture Coat	Yes	G	Approximately 490 ft <sup>2</sup>
PH	Penthouse	Y	PIPING	Wrap Packing	Yes	G	
PH	Penthouse	P	DUCT	Vibration Damper	No	G	Six (6) vibration dampers were observed. Manage in place.
PH	Penthouse	Y	HWH	Parging Cement Fittings	Yes	G	Twelve (12) parging cement fittings were observed. Manage in place.
PH	Penthouse	Y	CHW	Parging Cement Fittings	Yes	G	Twelve (12) parging cement fittings were observed. Manage in place.
PH	Penthouse	Y	DW	Parging Cement Fittings	Yes	G	Ten (10) parging cement fittings were observed. Manage in place.

# **APPENDIX B**

## **REPRESENTATIVE SITE PHOTOGRAPHS**



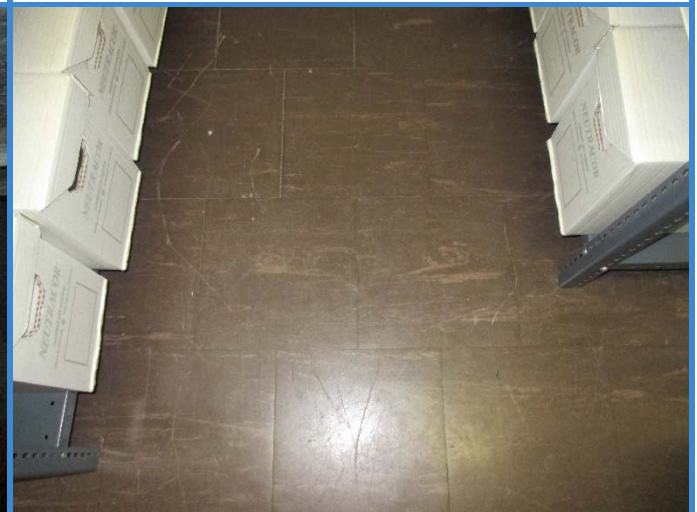
**Photo 1:** Typical view of the ACM parging cement fittings (see arrow) that were observed in the subject building.



**Photo 2:** Typical view of the ACM texture coating (see arrow) that was observed in the subject building.



**Photo 3:** Typical view of the presumed ACM vibration dampers (see arrow) that were observed in the subject building.



**Photo 4:** Typical view of the presumed ACM 12"x12" brown with light streaks vinyl floor tiles that were observed in the subject building.



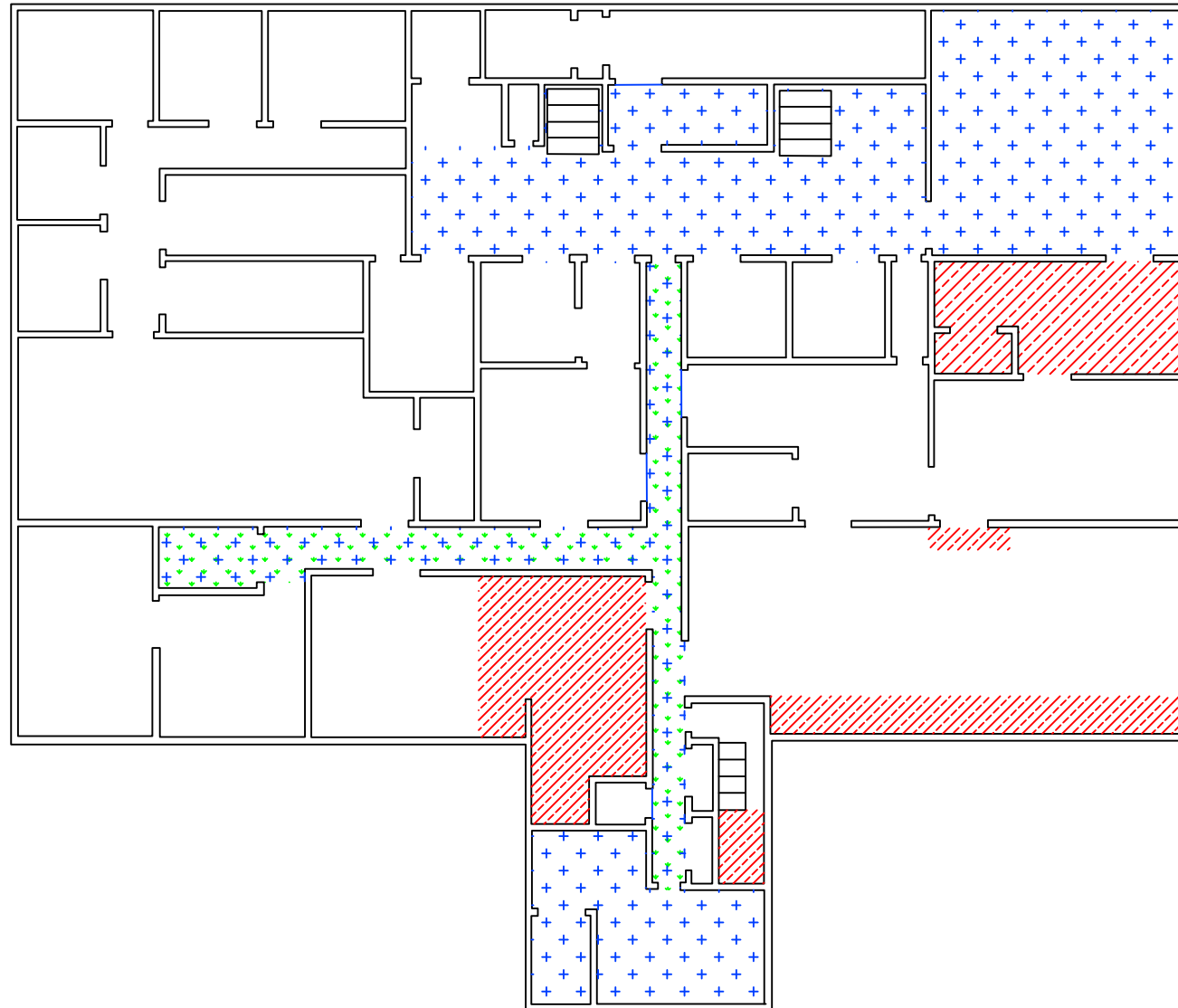
**Photo 5:** Typical view of the ACM duct paring cement (see arrow) that was observed in the subject building.






**Photo 6:** View of the ACM wrap packing (see arrow) that was observed in the subject building.

# **APPENDIX C**

## **FIGURES**



**Legend**

-  LOCATION OF ASBESTOS CONTAINING VINYL FLOOR TILES
-  LOCATION OF ASBESTOS CONTAINING TEXTURED FINISHED CEILING
-  LOCATION OF ASBESTOS CONTAINING PARKING CEMENT



**Project Name**

ASBESTOS CONTAINING  
MATERIALS REASSESSMENT  
-LOWER LEVEL

**Project Address**

50 EAST STREET,  
SAULT STE. MARIE, ON

**Client Name and Address**

CITY OF  
SAULT STE. MARIE,  
99 FOSTER DR.,  
SAULT STE. MARIE, ON

Project  
28726

Drawn By:  
H.ULLAH

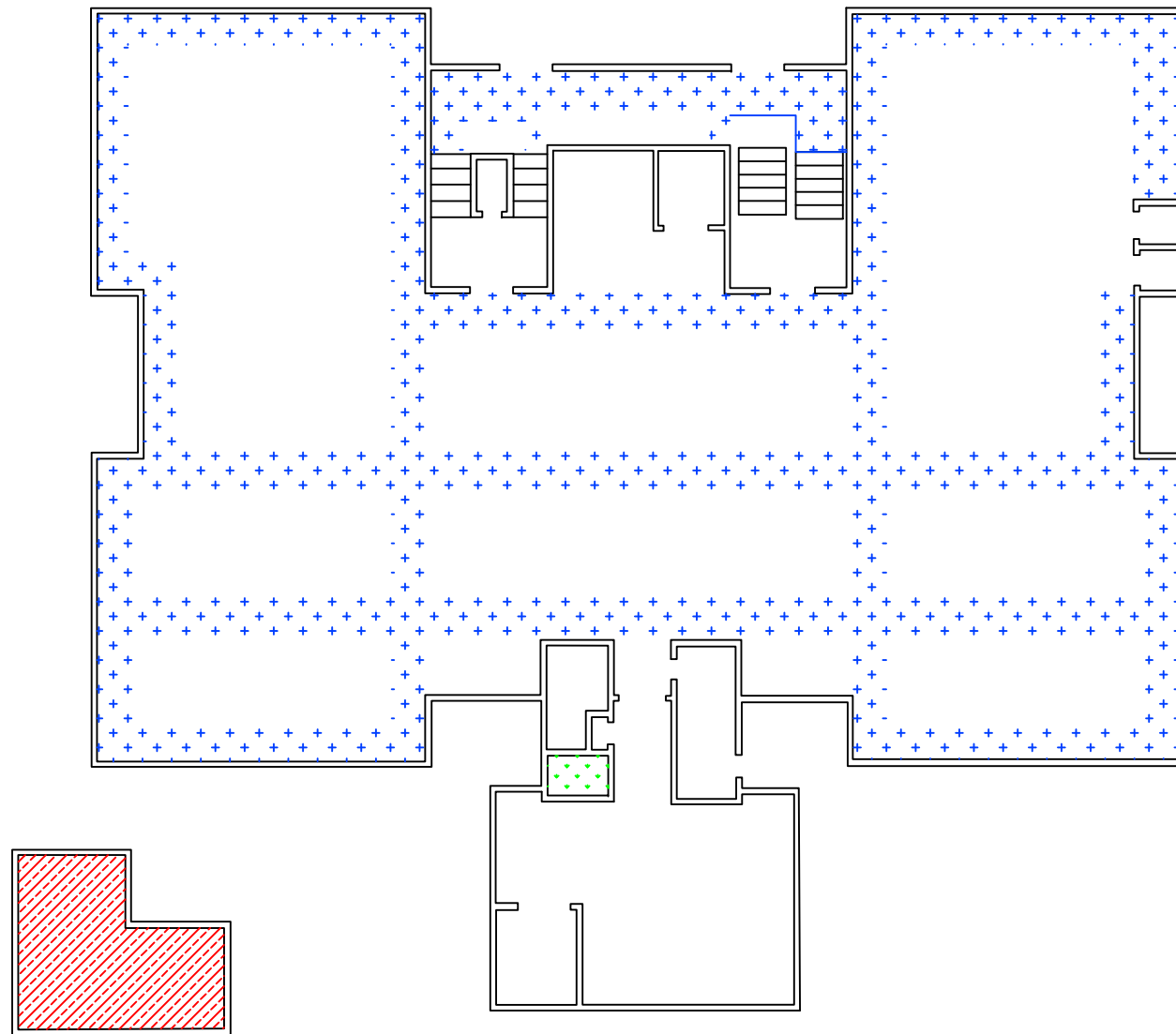
Reviewed By:  
P.THERIAULT

Scale  
NTS

Date  
5.10.2018

Figure

1



PENTHOUSE

Legend

- LOCATION OF ASBESTOS CONTAINING VINYL FLOOR TILES
- LOCATION OF ASBESTOS CONTAINING TEXTURED FINISHED CEILING
- LOCATION OF ASBESTOS CONTAINING PARKING CEMENT



Project Name

ASBESTOS CONTAINING  
MATERIALS REASSESSMENT  
-UPPER LEVEL

Project Address

50 EAST STREET,  
SAULT STE. MARIE, ON

Client Name and Address

CITY OF  
SAULT STE. MARIE,  
99 FOSTER DR.,  
SAULT STE. MARIE, ON

Project

28726

Drawn By:

H.ULLAH

Reviewed By:

P.THERIAULT

Scale

NTS

Date

5.10.2018

Figure

2



# **APPENDIX D**

## **LIMITATIONS, TERMS AND CONDITIONS OF RETAINER**

**RISKCHECK ENVIRONMENTAL LTD.**  
**LIMITATIONS, TERMS AND CONDITIONS OF RETAINER**

1. **Our Standard of Care** - RiskCheck Environmental Ltd. (RiskCheck) will conduct/has conducted the work as specified in the scope of work, contained in the RiskCheck proposal and/or the engagement letter, and perform/performed the environmental investigations requested by the Client according to the standards of a reasonable environmental consultant ("Retainer"). Any work performed by RiskCheck is conducted in accordance with generally accepted engineering or scientific or environmental practices current in the location and at the time the work is performed. No other warranty, expressed or implied is made.
2. **Our Sources of Information** - RiskCheck will/has sought to obtain relevant information, statements, documents and analytical test results concerning the subject property from our Client, third party sources, government or regulatory publications, databases and officials, and other persons to the extent covered by our Retainer. The accuracy of the findings, opinions and conclusions expressed in the RiskCheck report and/or any deliverables ("Deliverables") are subject to any errors or omissions in, or refusals to provide, information. RiskCheck shall not be responsible for any deficiency, misstatement, or inaccuracy contained in the Deliverables as a result of relying on the above information or lack thereof.
3. **Site Inspections** - RiskCheck will complete/has completed the inspection(s) of the subject property in the manner covered by our Retainer. The purpose of our inspection is to identify obvious visible evidence of potential and/or actual sources of environmental contamination and patent irregularities in waste management practices at the subject property. Our findings during the site inspection(s) are subject to any restrictions placed upon our free access to all aspects of the subject property, and neighbouring properties, including but not limited to snow coverage and material storage. A reasonable site inspection may not identify latent or hidden contamination, evidence of potential environmental concerns or irregularities.
4. **Sample and Testing Procedures** - The sample and testing procedures described in the Deliverables, are performed at specific point locations, by experienced personnel using equipment and techniques appropriate for our Retainer. Based upon available data, RiskCheck provides expressed opinion as to the conditions, which may exist between the points investigated, and is based on the location and time of sample collection, and the type of media and parameters analyzed. As actual conditions may vary significantly between sample or test points, and with time, our Client assumes the inherent risk that some conditions may not be detected. RiskCheck shall not be responsible for any cross-contamination resulting from subsurface investigations.
5. **Legal Issues** - The Deliverables are intended to direct our Client's attention to potential and/or actual sources of environmental contamination, including but not limited to, irregular waste management practices at the subject property. Nothing in the Deliverables are intended to express any legal opinion upon environmental liabilities relating to the subject property or whether site operations legally conform with relevant legislative requirements. RiskCheck makes no other representations or warranties whatsoever, including those concerning the legal significance of our findings, or as to other legal matters noted in the Deliverables, including but not limited to, ownership of any property, or the application of any law, to the facts set forth herein.
6. **Confidentiality of Client Information** – RiskCheck agrees to hold all information obtained in the course of our Retainer and the contents of the Deliverables in strict confidence, except where disclosure is directed by our Client's expressed written consent with instructions, or by compulsion of law.

7. **Working Information/Documents** – The Deliverables shall be the property of RiskCheck's Client. All other data, sample and test results, working sheets, draft reports or other papers, documents, information or records prepared or collected by us in the course of our Retainer, shall remain the property of RiskCheck Environmental Ltd. and/or successors. Our Client agrees that we shall be entitled to retain a copy of the Deliverables for RiskCheck's own files.
8. **Use of the Deliverables** – The information and opinions expressed in the Deliverables are prepared for the sole benefit of our Client. No other party may use or rely upon the Deliverables, or any portion thereof, without the express written consent of RiskCheck Environmental Ltd. and/or successors. We accept no responsibility for the accuracy of the Deliverables to other parties. We give no warranty, representation, or assurance to other parties, that the findings, statements, opinions or conclusions expressed in the Deliverables are accurate or valid. RiskCheck, at its discretion, will consent to any reasonable request by our Client to approve the use of the Deliverables by other parties as "Approved Users" within one year from the date of the Deliverables.
9. **Copyright** – RiskCheck owns copyright of the Deliverables. We authorize our Client and "Approved Users" to make copies of the Deliverables only in such quantities as are reasonably necessary for its use by those parties. Our Client and Approved Users may not give, lend, sell, or otherwise make available our Deliverables, or any portion or copy thereof, to any party, without our express written consent. No person may alter or modify the Deliverables.
10. **Personal Liability** – The Client and/or "Approved User" expressly agrees that RiskCheck employees shall have no personal liability to the Client and/or "Approved User" with respect to a claim, whether in contract, tort and/or any other cause of action in law. Furthermore, the Client and/or "Approved User" agrees that it will bring no proceedings, nor take any action in any court of law, against RiskCheck employees in their personal capacity.
11. **Professional Liability** – RiskCheck will not be responsible for any consequential or indirect losses incurred by the Client and/or "Approved Users", including but not limited to, loss of income, business opportunities, business interruptions, personal injury or death.
12. **Subconsultant and Contractor Liability** – RiskCheck on certain investigations/assessments (including but not limited to subsurface investigations, laboratory services, remediation, risk assessments, abatements) will require hiring the services of individuals and companies with special expertise and/or services, which are not provided by RiskCheck. RiskCheck may retain these services on behalf of the Client, as part of the overall project, as a convenience to the Client. RiskCheck shall not be responsible for errors, omissions or negligence by those parties in carrying out their work. These will be the responsibility of the subconsultant and contractors retained for completion of the project. The Client indemnifies RiskCheck from all such claims associated with the work carried out by subconsultant and contractors.

**APPENDIX B**

**RISK CHECK REPORT:**

**2019 ANNUAL ASBESTOS CONTAINING MATERIALS REASSESSMENT**

Helena  
Bew

Janis  
Jennifer

mens light  
bathroom

**HBS**

*Harris Building Science Inc.*

## **ENVIRONMENTAL INVESTIGATION REPORT**

# **ASBESTOS CONTAINING SPRAYED- ON ACOUSTIC TEXTURE COATINGS**

**City of Sault Ste. Marie**

**PUBLIC LIBRARY**

**50 EAST ST.**

**SAULT STE. MARIE – ONT.**

**FINAL REPORT**

**APRIL 2010**



08 APRIL 2010

Ms. Elizabeth Rossnagel  
CEO/Director of Public Libraries  
50 East Street  
Sault Ste. Marie, Ontario  
P6A 3C3

Re: PUBLIC LIBRARY

INVESTIGATION OF ASBESTOS-CONTAINING SPRAYED-ON ACOUSTIC PLASTER AT  
CEILINGS

FINAL REPORT

Ms. Rossnagel:

Further to our recent investigation of the sprayed-on asbestos-containing ceiling plaster coat identified in the building in the 2008 Asbestos Survey, we can comment further as follows:

The sprayed-on material present differs from the more common asbestos-containing sprayed plaster coat (popcorn ceiling) used generally for aesthetic purposes, in that it is an "acoustic" plaster, which is generally softer and more easily becomes friable than the latter (which has a harder property that better binds the asbestos fibres, and is amenable under some circumstances to simple painting in order to seal it). *Acoustic plaster* was used to dampen noise transmission as it will absorb, rather than reflect sound waves. With such properties, it is found often in areas where discussions are taking place, some level of privacy is required, or sound transmission between floors is an issue. The specific properties found in acoustic plaster (sound attenuation) are likely the reason why it is present in the locations where it is found in the Library. Acoustic plaster commonly contained asbestos up until the early 1980's, as a binder material. Acoustic plaster will naturally deteriorate, and at a more rapid pace than texture coat. Its composition also reacts negatively to water (i.e. - from water leaks), as it more absorbent and the resultant increased weight accelerates de-lamination from the substrate.

To better understand the extent and composition of the material, all areas of the building were investigated, and bulk material sampling was conducted to positively identify the locations where acoustic plaster was applied during the original construction. Additionally, ambient air samples were taken in the *Story Room*, *Staff Hallway #3*, *Audio Visual*, *Magazine and Study areas*. Results of the two types of sampling are shown on *Table #2 - Test Results*.

Our detailed examination revealed that the material was either trowel applied or sprayed on and finished. Most areas present a thickness of approx 3/8", and is applied over concrete (upper main library area low corner ceilings) or drywall, as on the upper floor beam covering or lower level ceilings. The precise location and physical condition of the material in question is noted in the following *Table #1*. To reference the precise locations from the description, please refer to *Appendix #1 - Sampling Location and Layout Drawings*.

**TABLE #1 – MATERIAL LOCATION SUMMARY**

ROOM ID.	CEILING MATERIAL	CONDITION	COMMENTS
<b>LOWER FLOOR</b>			
Admin. Area	Lay-in tile over upper floor conc. deck		
Office 1	Lay-in tile over upper floor conc. deck		Lath and plaster in ceiling cavity*
Office 2	Lay-in tile over upper floor conc. deck		
Office 3	Lay-in tile over upper floor conc. deck		
Computer Room	Lay-in tile over upper floor conc. deck		Lath and plaster in ceiling cavity
Office 5	Lay-in tile over upper floor conc. deck		
Office 6	Lay-in tile over upper floor conc. deck		
Board Room	Lay-in tile over upper floor conc. deck		Lath and plaster in ceiling cavity
Admin. Area 2	Lay-in tile over upper floor conc. deck		
Supplies	Lay-in tile over upper floor conc. deck		
Archives Storage 3	Acoustic Plaster	Good	20-30% asbestos substrate
Staff Hall #2	Acoustic Plaster	Damaged	
Mending Room	Lay-in tile over upper floor conc. deck		
Staff Hall #3	Acoustic Plaster	Damaged	
Story Room	Acoustic Plaster	Fair	20-30% asbestos substrate
Staff Room	Acoustic Plaster	Good	20-30% asbestos substrate
Kitchen	Acoustic Plaster	Good	
Staff Storage	Acoustic Plaster	Good	
Work Room	Exposed concrete floor decking		
Invoicing	Lay-in tile over upper floor conc. deck		
Cataloguing	Lay-in tile over upper floor conc. deck		
Catalogue Office	Lay-in tile over upper floor conc. deck		
Receiving	Exposed concrete floor decking		
Janitor	Exposed concrete floor decking		
Costume Closet	Acoustic Plaster	Good	
Staff WR #1	Drywall - painted		
Staff WR #2	Drywall - painted		
Stairwell 1	Exposed concrete - painted		
Boiler Room	Exposed concrete floor decking		
Electrical Room	Exposed concrete floor decking		
Friends Bookstore	Lay-in tile over upper floor conc. deck		
Lower Lobby	Acoustic Plaster	Good	20-30% asbestos substrate
Conservation Room	Acoustic Plaster	Good	
Dungeon	Concrete - unfinished		
Elevator	Concrete - unfinished		
Sump Room	Concrete - unfinished		
Public WR – Male	Drywall - painted		
Public WR – Female	Drywall - painted		
<b>MAIN FLOOR</b>			
Main floor area - all	Acoustic Plaster on structural roof beams	Damaged	Low areas at corners severely damaged
Study Area	Lay-in tile over open metal roof pan		Plaster coat at short entry hallway
Study Area Office	Lay-in tile over open metal roof pan		

\* - the purpose of sheets of wire lath adhered to the underside of the concrete ceiling (main floor) covered with cement and finished with a troweled-on plaster coat is undetermined, but appears to be part of the original construction. The material is non-asbestos

## DISCUSSION:

### General:

Asbestos-containing acoustical sprayed-on ceiling material is currently considered to present relatively little hazard when undamaged and in good condition. The asbestos fibers are somewhat bound in the matrix of the texture. Relatively few fibers will escape from the binder under normal conditions, therefore one of the options open to an owner of such a ceiling is to leave it in place. However, the continued presence of such a ceiling does allow for fibers to be released in several common ways:

- 1) Whenever the ceiling is brushed, hit, bumped, or an attempt is made to clean it, the matrix or binder will be disturbed and fibers will be released. Large numbers of fibers can be released during installations in the ceiling, such as hanging plants, ceiling fans, vents, etc. In residential applications, with families having small children the ceiling can be bumped on a regular basis by balls and other toys, exposing those most vulnerable due to the long latency period of asbestos disease, to asbestos.

- 2) A roof or water leak can water-soak the texture. If the soaking is extensive, the entire texture can delaminate or separate from the substrate wallboard, causing slabs of asbestos-containing debris to fall to the floor, with an associated massive release of fibers.

- 3) In commercial or institutional circumstances, when located in a service space (above a false ceiling) it can be damaged by ongoing maintenance requirements, thus the requirement of the *Regulations* that access to such spaces must be under Type 2 conditions.

- 4) Finally, over time, the binder of the texture will normally deteriorate slightly. Therefore, even in an undamaged ceiling in good shape, the number of fibers being released will increase with the age of the ceiling.

Acoustical ceilings are often amenable to encapsulation, a sealer application being sufficient to prevent fibers from escaping for some time. However, fiber release from bumping, maintenance or water damage is still possible even when encapsulated. Removal of texture coatings is always an option, and involves sealing the area, wetting the material and scraping, then restoration of any ceiling damage followed by the permanent finish (paint or replacement with a non-asbestos acoustical plaster). This type of abatement is expensive, and sometimes difficult to coordinate, particularly when present in fire egress routes (such as in apartment building corridors, where it is quite prevalent).

The potential issues that we have initially identified at the Library centers on three concerns:

1. The requirement for access into ceiling cavities where a false ceiling has been installed. Ontario Regulation 275/08 is very specific in its requirement for accessing ceiling cavities with acoustical tile ceilings installed over gypsum board with sprayed-on texture coats that contain asbestos. It states in part:

12. (3) The following are Type 2 operations:

1. Removing all or part of a false ceiling to obtain access to a work area, if asbestos-containing material is likely to be lying on the surface of the false ceiling.

THE MATERIAL DETECTED ABOVE FALSE (LAY-IN) TILE CEILINGS FOUND IN MANY AREAS OF THE LOWER FLOOR IS NON-ASBESTOS.



2. The long term risk exposure to litigation, assumed by providing public services in a location where a *perceived* risk to health exists, whether valid or not. Some of our public sector clients take the position that sprayed on acoustical texture coat containing asbestos presents a degree of risk exposure that they are not prepared to accept at any level, particularly when present in public areas.
3. The actual real-time condition of the coating in all areas, and the impact it may be having on the ambient environment.

#### **Physical Condition:**

The condition of the material is generally *good - fair*, with the exception of some areas, particularly where accessible to occupants. Significant damage and friability of the material was noted on the lowered ceiling panels located at each of the four corners of the main floor area, at an elevation of approx. 6'-0" above finished floor. Similarly, the 2 staff hallways on the lower floor presented significant damage. We also note that the hallways appear not to have been painted of late.

Of particular concern is the soft condition of the material on the four corner ceilings at the upper main level. It delaminates and crumbles at slight hand pressure, which meets the test for *friability*.

#### **Ambient Environment:**

The environment in which the material is present often impacts the condition of this type of material. By way of example, low humidity conditions will cause the material to dry, and accelerate the rate at which it can become *friable*. Constant vibration of the substrate due to physical operations on a floor above can also exacerbate deterioration. It is therefore prudent to maintain humidity levels as high as possible within the MOL Guidelines of 30 – 60% RH for office occupancy. Relative Humidity readings were taken as part of this investigation, and revealed levels of only 24 – 34%, generally lower than recommended. *LYRASIS*, the largest US Library membership networking organisation recommends humidity levels of between 45 – 55% , +/- 3%.

Moisture content of plaster material affects its ability to bind together, i.e. – to become *friable*. The moisture content of the material sampled in the lower hallways was <8% (very low). By way of comparison, standard drywall has a moisture content of <12%.

**Temperatures:** Ambient temperatures observed throughout all spaces ranged from 20.9 – 22.2°C. These values meet MOL requirements and ASHRAE guidelines for the Occupancy.

#### **Bulk Material Sampling:**

Sample evaluations are accomplished in accordance with the EPA "Interim Method for the Determination of Asbestos in Bulk Samples" – EPA Publication 600/R-93/116 and "Ontario Ministry of Labour Code for the Determination of Asbestos from Bulk Samples". The protocols are valid for determining the presence of asbestiform materials in a sample, and quantifying the concentration. Additionally the material can be classified as being from either the *Serpentine* or *Amphibole* groups. The latter present elevated risk to health due to the composition of the fibres, whereas the former are more easily expelled from the body. The material present in areas identified as having acoustic plaster coats is *Serpentine* in nature.

#### ***BULK SAMPLE RESULTS OF THE CEILING MATERIALS CAN BE FOUND IN APPENDIX 2.***

The sample results returned asbestos concentrations varying from 2.1 – 30.0%. This spread is not unusual as the material is generally mixed by hand, or differing suppliers may have been used.

#### PCM Air Sampling:

*Phase Contrast Microscopy* is a procedure for identifying and quantifying fibres in an air sample, utilizing the protocol - NIOSH Analytical Method #7400 ("A" Rules) - Revision #3, issued May 15<sup>th</sup>, 1989. This method is not specific for asbestos fibres. The process is commonly used as an initial step in any investigation, to determine the level of non-specific fibres in an environment, based on a standard air sample (usually 600 litres) under normal (ambient) room conditions.

As the Ontario Ministry of Labour has determined that asbestos concentrations in air < 0.1 fibres per cubic centimeter (F/CC) of air sampled pose no hazard to health, if the sample presents levels of fibres of all types less than this value, even if all of the fibres are asbestos, the sample results still fall below the threshold of actionable levels, however it should be noted that the Industry Standard for "clearance" after any abatement project is 0.01 F/CC. This level is the recommended guideline for ongoing exposure.

This method is often sufficient to generalize the compliance of the environment by extrapolation of the test results. It should be noted however, that the results are valid only for the sample taken, and at the location it was taken.

#### PCM SAMPLING WAS UNDERTAKEN AS PART OF THIS INVESTIGATION. RESULTS ARE SHOWN IN APPENDIX 3

The results presented indicate only a marginal level above MOL Standards. As the testing identifies ALL types of fibres, regardless of origin, there is a strong likelihood that some of the fibres are cellulose (paper) which are normally found in a library environment.

#### TBM Air Sampling:

*Total Electron Microscopy* air testing differs from the standard Phase Contrast Microscopy in that it identifies and quantifies actual asbestos fibres in the sample. This method is often used if PCM testing reveals total fibre levels in excess of the MOL threshold, and it is required to verify the actual concentration of asbestos fibres in the air. The sample collection procedure is similar to PCM, but the collected fibres are examined under an Electron Microscope, and any asbestos fibres discovered are counted separately from other fibres.

Satisfactory TBM results can serve to mitigate concerns over actual air quality (in terms of asbestos fibres), where the presence of asbestos materials may be a cause for concern for occupants. TBM sampling is not recommended at this time, due to the likelihood of some remediation efforts being required as a result of the high concentrations of asbestos materials found in the substrate coupled with the condition of the material in many locations.

## **CONCLUSIONS:**

Sprayed-on acoustical ceiling treatment containing asbestos has been identified in the following areas:

Main Floor – open area*
Staff Hall #2*
Staff Hall #3*
Archives Storage #3
Story Room
Staff Room
Kitchen
Staff Storage Room
Costume Closet
Lower Lobby
Conservation Room

\* significant damage observed to low corner ceilings

The spray-on material in the lower staff halls and main floor corner low ceiling areas is in poor condition, dry and highly friable upon contact. Asbestos content is high, in the order of 20 – 30%.

The finish of the material in many locations contains asbestos in concentrations of approx. 4.8%, and it is relatively hard, providing some protection for the underlying softer asbestos material where it has been applied. The low concentration is likely due to small amounts of asbestos material adhering to the samples taken.

Old water leakage on some structural roof beam coverings in the upper main library public area has damaged the sprayed-on coating.

There are no areas in the building where asbestos containing acoustic insulation is present above false ceilings.

The lower humidity levels within the building will reduce resistance to friability of sprayed-on acoustic coatings.

We are of the opinion that the current condition of the material can be managed by appropriate remedial measures (see Recommendations), and that the stabilized condition can be maintained with the implementation of a program of monitoring and maintenance. The current impact on the indoor environment at this time has not been negatively demonstrated, as determined from the results of the air testing undertaken.

Alternately, we have found that it may be a matter of preference that the presence of such material is not desired under any circumstances, particularly in a public venue, as there is always some risk exposure to be realised, although this exposure can be managed. This would be a client decision, based on their own unique circumstance and perceptions. We advise that removal of all asbestos containing texture coatings within the buildings would be very expensive.

It should be noted that a significant component of any management program would be the regular sealing (painting) of the affected surfaces, and that *Ontario Regulation 278/05 Section 12 (4) 2* requires that the application of a sealant be done under Type 3 conditions (maximum protection for workers). This also presents considerable expense, though it is not always enforced\*. By way of comparison, *encapsulation* (the covering of the material with drywall for example) is a Type 2 process.

\* - Based on a determination of whether or not the material should be classified as "friable" in its current state

We have determined that some areas may be amenable to a sealing protocol, while other areas, particularly the low ceilings on the main floor and in the lower floor staff hallways, would respond more appropriately to encapsulation with gypsum board.

## RECOMMENDATIONS:

The guidance we have used in formulating our recommendations are as follows:

- stabilizing the potential for release of fibers, including consideration of proximity to activities
- managing the risk exposure issue, for both real and perceived health hazards
- complete elimination of risk exposure as an alternate option (removal), though current condition may not make this a requirement for a continued satisfactory environment

## MAIN FLOOR AREA RECOMMENDATIONS:

1. The lower ceilings in the four corners present significant damage. Both material layers are friable and delaminate easily with light hand pressure. They are low to the floor and as such are easily reached by the public. We recommend that the material be removed, under Type 2 conditions. The base substrate is concrete, and as such will survive the aggressive nature of removal. WE SUGGEST THIS ACTIVITY BE AFFORDED PRIORITY CONSIDERATION.
- Upon removal, a suitable acoustic non-asbestos material could be re-applied.

- This work could be done in stages, in conjunction with the remedial work proposed for the main structural beams (see 2. below). We might suggest 1/4 of the floor area at a time.
2. Main structural beam drywall coverings should be at a minimum HEPA vacuumed and sealed under Type 2 conditions to prevent further delamination of the acoustic material. The material would retain its acoustical properties.

3. Develop a site-specific maintenance and management program. This would include annual inspections, scheduled rescaling (approx. every 5 years) and directives to maintenance personnel / contractors not to disturb the materials (by hanging of signage or boring of other holes for example), and that any future ceiling repairs must be done under Type 2 conditions per Regulations. Due diligence air testing could also be taken if desired to provide a record of ambient air conditions.

*Required Budget Costs\* for the above Option would be \$90,000.00. Schedule would be 6 Weeks and result in portions of the main floor being closed to access for periods of time.*

## ALTERNATE OPTION:

Should removal of all asbestos materials be contemplated, a budget of \$160,000.00 would likely be required, along with an extended schedule of 8 – 10 weeks. This would include re-finishings of the affected surfaces with a non-asbestos acoustic material.

Encapsulation with new drywall is not recommended as the structural framing would not likely support the additional weight of approx. 1.62 lbs. / sf.

### **LOWER LEVEL RECOMMENDATIONS:**

We recommend that the exposed ceiling areas in both Staff Hallways be enclosed by the following method, under Type 2 conditions:

- Seal (encapsulate) all exposed surfaces
- provide a layer of 3/8" drywall, finished to suit client requirements

The balance of the ceilings in question should be HEPA vacuumed and sealed with an approved sealer, under Type 2 conditions.

***Required Budget Costs\* for the above Option would be \$26,000.00. Schedule would be 10 days.***

\* - estimated costs include project design, tendering, management, inspection and testing regimens. All costs are Class "C" estimates and include a 10% contingency allowance.

### **RELATED RECOMMENDATIONS**

Humidity levels throughout the building were observed to be lower than recommended. We suggest that additional investigation be undertaken to determine how best to mitigate the problem. Primary humidification is provided by two NORTEL dri-steam systems, controlled by duct mounted humidistats. Adjustment can be made to the systems. The Engineers retained to develop the proposed Boiler replacement could easily address this issue at modest additional cost

A detailed roof inspection should be conducted to ensure that any potential issues regarding further roof leakage are addressed. The inspection should be undertaken by an accredited inspection firm, and costs of approx. \$2,000.00 could be anticipated.

### **Miscellaneous Observations:**

During the course of our investigation, the following related issues were noted, and are provided herein for information purposes only:

1. Friends Bookstore – the return air grille in the ceiling is greatly undersized. Replacement with a 24" x 24" egg-crate style grille will greatly improve circulation and improve system efficiencies.
2. The cap of the main boiler vent on the roof is missing (found laying on ground). This cap should be replaced to prevent moisture from entering the venting and resultant rusting.

Trusting the above meets your requirements at this time. Please feel free to contact us with any further questions or queries regarding this Report.

THANK YOU

  
David Harris  
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jah/DWH

# DIGITAL PICTURE REFERENCES

Archie St  
 Staple  
 Progr  
 Stoa  
 K1  
 S0  
 K



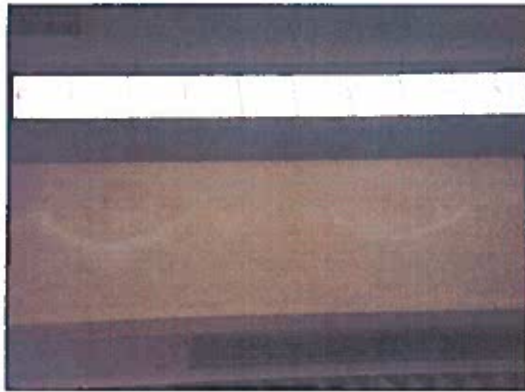
& PLASTER COAT ABOVE BOARDROOM  
 CEILING GRID



UPPER FLOOR ROOF STRUCTURAL BEAM / DUCT  
 CLADDING



TYPICAL UPPER FLOOR LOW CORNER CEILINGS  
 NOTE PHYSICAL DAMAGE



MAIN FLOOR CEILING - DAMAGE TO TEXTURE  
 COATING BY WATER LEAKAGE



TYPICAL STAFF HALLWAY - LOWER FLOOR



TYPICAL DAMAGE TO PLASTER COATING  
 (STAFF HALL #2)