**Building:** Milner House **Date:** November 6, 2024

**Names of Inspectors:** Kordell Bergen, Kim Sharpe, Ashley Faulkner, Derek Mann, Mathews Tharakan, Geoff Ball, Emily Weeks

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|  | **Yes** | **No** | **N/A** |

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|  | **Bulletin Boards and Signs** | | | |
| A.1 | Are they clean and readable? | X |  |  |
| A.2 | Is the material changed frequently? | X |  |  |
| A.3 | Do items interfere with people walking by? |  | X |  |
|  | **Floors** | | | |
| B.1 | Is there loose material, debris, worn carpeting? |  | X |  |
| B.2 | Are the floors slippery, oily or wet? |  | X |  |
|  | **Stairways and Aisles** | | | |
| C.1 | Are they clear and unblocked? | X |  |  |
| C.2 | Are stairways well lighted? |  |  | X |
| C.3 | Are handrails, handholds in place? |  |  | X |
| C.4 | Are the aisles marked and visible? |  |  | X |
|  | **Equipment** | | | |
| D.1 | Are guards, screens and sound-dampening devices in place and effective? |  |  | X |
| D.2 | Is the furniture in good repair and safe to use?  Look for: |  |  |  |
| D.3 | - chairs that are in poor repair |  | X |  |
| D.4 | - sharp edges on desks and cabinets |  | X |  |
| D.5 | - poor ergonomics (keyboard elevation, chair adjustment, desk height) |  | X |  |
| D.6 | - crowding | X |  |  |
| D.7 | Are ladders well-maintained and safe to use? |  |  | X |
|  | **Emergency Equipment** | | | |
| E.1 | Is all fire control equipment regularly tested and certified? | X |  |  |
| E.2 | Is fire control equipment appropriate for the type of fire it must control? | X |  |  |
| E.3 | Are sprinkler heads guarded? Obstructed? |  |  | X |
| E.4 | Is emergency lighting in place and regularly tested? | X |  |  |
|  | **Building** | | | |
| F.1 | Do buildings conform to standards with respect to use, occupancy, building services, and plumbing facilities? | X |  |  |
| F.2 | Check the following structures to ensure safety: |  |  |  |
| F.3 | - swinging doors | X |  |  |
| F.4 | - floor and wall openings | X |  |  |
| F.5 | - ladders, stairways and ramps | X |  |  |
| F.6 | - guardrails | X |  |  |
| F.7 | Are materials stored safely? | X |  |  |
|  | **Air Handling System** | | | |
| G.1 | Does air exchange rate meet standard requirements? |  |  | X |
| G.2 | Is the system free of sources of contamination (e.g., asbestos, microorganisms, dust, fumes)? |  |  | X |
| G.3 | Is humidity within recommended range? | X |  |  |
|  | **Hazardous Products** | | | |
| H.1 | Are there any hazardous products (e.g., products regulated by WHMIS)? | X |  |  |
| H.2 | - If yes, are the products properly labelled? | X |  |  |
| H.3 | - If yes, is there a corresponding safety data sheet (SDS) for each product? | X |  |  |
| H.4 | - If yes, are workers trained in how to work with or near these products safely? | X |  |  |
|  | **Sanitation** | | | |
| I.1 | Are washrooms and food preparation areas clean? | X |  |  |
| I.2 | Are the following provided adequately? |  |  |  |
| I.3 | - toilets | X |  |  |
| I.4 | - showers | X |  |  |
| I.5 | - potable (drinkable) water | X |  |  |
| I.6 | - clothing storage | X |  |  |
| I.7 | - change rooms | X |  |  |
| I.8 | - field accommodations | X |  |  |
| I.9 | - lunchrooms | X |  |  |
| I.10 | Are measures in place to prevent the spread of disease? | X |  |  |
|  | **Security** | | | |
| J.1 | Do entry and exit procedures provide workers personal security at night? |  |  | X |
| J.2 | Are emergency (evacuation, fire, bomb threat, hostile person) procedures in place? | X |  |  |
|  | **Lighting** | | | |
| K.1 | Are lamp reflectors clean? | X |  |  |
| K.2 | Are bulbs missing? | X |  |  |
| K.3 | Are any areas dark? | X |  |  |
|  | **Material Storage** | | | |
| L.1 | Are materials neatly and safely piled? | X |  |  |
| L.2 | Are there stepladders or stools to get to materials on higher shelves? |  |  | X |
| L.3 | Are storage shelves overloaded or beyond their rated capacity? |  | X |  |
| L.4 | Are large and heavy objects stored on lower shelves? | X |  |  |
| L.5 | Are passageways and work areas clear of obstructions? | X |  |  |
|  | **General** | | | |
| M.1 | Are extension cords used extensively? (if so, consider installing permanent wiring) |  | X |  |
| M.2 | Are electrical or telephone cords exposed in areas where employees may become entangled? |  | X |  |
| M.3 | Is electrical wiring properly installed? | X |  |  |
| M.4 | Are machines properly guarded? | X |  |  |
| M.5 | Does any equipment have sharp metal projections? |  | X |  |
| M.6 | Are wall and ceiling fixtures fastened securely? | X |  |  |
| M.7 | Are paper and waste properly disposed of? | X |  |  |
| M.8 | Are desk and file drawers kept closed when not in use? | X |  |  |
| M.9 | Are office accessories stored appropriately? | X |  |  |
| M.10 | Are materials stacked on desks or cabinets? | X |  |  |
| M.11 | Are file cabinet drawers overloaded? |  | X |  |
| M.12 | Are file cabinets loaded with the heaviest items in the bottom drawers? | X |  |  |
| M.13 | Are filing stools or wastebaskets placed where they might be tripping hazards? |  |  |  |
|  | **Miscellaneous** |  |  |  |
| N.1 | Eye wash station | X |  |  |
| N.2 | Escape routes and muster points signed | X |  |  |
| N.3 | Door paint | X |  |  |
| N.4 | Bathroom light | X |  |  |

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| **Corrective Action** | **Assigned To** |
| D.6. Understanding that the main building is 100 years old, the kitchen area is very crowded. Is there a possibility of expanding the kitchen space into one of the adjacent rooms? | Geoff Ball |
| F.4. The floor in the attic office in the northeast is badly deteriorated. | Geoff Ball |
| H.3. Are SDS records available for chemicals used inside the main house? | Geoff Ball |
| H.4. Are training / orientation records available for workers and volunteers? | Geoff Ball |
| K.2. One of the blubs in the attic is burnt out. | Geoff Ball |
| L.5. One of the exit doors is blocked (I do not remember which one). Please move items so that the door is usable. | Geoff Ball |
| M.10. Items stacked on prep room tables. Is there a dedicated storage area available for these items? Concerns were raised over the number of supplies stacked in this space during busy season use (MSI, falling objects). | Geoff Ball |
| N.1. Are there eyewash supplies available for kitchen staff? | Geoff Ball |
| N.2. Does Milner have designated muster points on site? | Geoff Ball |
| N.3. The paint on the door to the men’s washroom on the ground floor is peeling. Does this paint contain lead? | Geoff Ball |
| N.4. The light in the men’s washroom on the ground floor of the main house is flickering quite badly. | Geoff Ball |

F.4 K.2 L.5

A shelf in a room

Description automatically generated A group of people in a room

Description automatically generated A white door with glass panes and a chair

Description automatically generated

M.10 N.3

A room full of boxes

Description automatically generated A close-up of a door

Description automatically generated

**Building:** Milner Gardens  **Date:** November 6, 2024

**Names of Inspectors:** Kordell Bergen, Kim Sharpe, Ashley Faulkner, Derek Mann, Mathews Tharakan, Geoff Ball, Emily Weeks

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|  | **Yes** | **No** | **N/A** |

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|  | **Around the Building** | | | |
| A.1 | Is the address sign or number easily visible? | X |  |  |
| A.2 | Is waste stored in appropriate waste or recycling storage areas? | X |  |  |
| A.3 | Is the property kept clear of litter, combustibles, hazardous materials, etc.? | X |  |  |
| A.4 | If present, are smoking areas clean? Is an appropriate cigarette butt receptacle available? | X |  |  |
|  | **Parking Lot** | | | |
| B.1 | Are appropriate signs posted (e.g., no parking in fire routes, etc.)? | X |  |  |
| B.2 | Are the parking areas free from trip hazards (e.g., no pot holes, cracks, etc.)? | X |  |  |
| B.3 | Is the lighting adequate in the area and walkways at night? |  |  | X |
| B.4 | Is the parking lot kept free of debris? | X |  |  |
| B.5 | In winter, is the parking lot free from ice and snow? | X |  |  |
|  | **Stairs** | | | |
| C.1 | Are stairs, stairwells, and landings kept clear and unobstructed? | X |  |  |
| C.2 | In winter, are stairs, stairwells, and landings kept clear from ice and snow? |  |  | X |
| C.3 | Are stairways adequately lit? | X |  |  |
| C.4 | Are stairs, treads, hand rails, and any guards secure and in good condition? | X |  |  |
| C.5 | Do treads and landings have non-skid surfaces and are they in good condition? | X |  |  |
|  | **Exits / Fire Safety** | | | |
| D.1 | Are all emergency exits, exit doors, landings, and steps from the building well marked, unblocked, and kept in good condition? | X |  |  |
| D.2 | In winter, are exits kept free from ice and snow? |  |  | X |
| D.3 | In winter, is the roof area over the exits free of falling ice and snow hazards? |  |  | X |
| D.4 | Are exit doors, landings, and steps well lit? Are the lights over the exit doors working and in good repair? | X |  |  |
| D.5 | In winter, is the access ramp clear of ice and snow, and is there good traction? |  |  | X |
| D.6 | Can the building be easily accessed by the fire department? Are fire lanes accessible and posted? | X |  |  |
| D.7 | Are the fire department hose connections kept clear, accessible and have caps? |  |  | X |
| D.8 | Is the electrical service entrance area clear of trees and branches? |  |  | X |
| D.9 | Are all electrical wires out of reach of the public? | X |  |  |
| D.10 | Are sprinkler heads guarded? Obstructed? |  |  | X |
| D.11 | Are extension cords in good condition? Being used excessively? | X |  |  |
|  | **Grounds** | | | |
| E.1 | Are walkways clear and in good condition? Are there any holes or trip hazards on grounds where workers/public may walk? | X |  |  |
| E.2 | In winter, are ice and snow cleared promptly from walkways? |  |  | X |
| E.3 | Is security lighting functioning properly? |  |  | X |
| E.4 | Are exit routes (from the grounds) well marked, and kept clear and unobstructed? | X |  |  |
| E.5 | Is fencing in good condition? | X |  |  |
| E.6 | Is outdoor machinery in good condition? | X |  |  |
| E.7 | Are signs present and legible? |  | X |  |
|  | | **Tools and Equipment** | | | | |
| F.1 | | Maintenance log up-to-date | X |  |  | |
| F.2 | | Inspection log up-to-date | X |  |  | |
| F.3 | | Lockout procedures posted |  |  | X | |
| F.4 | | Equipment positioned to avoid endangering other workers | X |  |  | |
| F.5 | | Defective tools and equipment tagged and removed from service | X |  |  | |
| F.6 | | PPE is available as required for all workers | X |  |  | |
|  | | **Ladders** | | | | |
| G.1 | | Ladders are appropriate for the work tasks | X |  |  | |
| G.2 | | Ladders are in good condition with no obvious signs of wear and tear | X |  |  | |
|  | | **Work practices – general** | | | | |
| H.1 | | Workers trained for specific work tasks | X |  |  | |
| H.2 | | Workers supervised for work tasks | X |  |  | |
| H.3 | | Tools used for their designed purposes only | X |  |  | |
|  | | **Personal protective equipment (PPE)** | | | | |
| I.1 | | Workers are trained in correct PPE use | X |  |  | |
| I.2 | | Used consistently and correctly | X |  |  | |
| I.3 | | Maintained in good working order | X |  |  | |
| I.4 | | Inspected and replaced on schedule | X |  |  | |
|  | **Storage Shed** | | | |
| J.1 | Are hazardous products adequately stored and labelled? |  | X |  |
| J.2 | Are incompatible materials stored separately? | X |  |  |
| J.3 | Is the shed or area secured and access limited? | X |  |  |
| J.4 | Is there any sign of leaks or spills? |  | X |  |
| J.5 | Are “No Smoking” signs posted when flammable products are stored? |  | X |  |
| J.6 | Is the storage area protected from exposure to heat, moisture, vibration, flame, etc. as appropriate for the products stored? | X |  |  |
| J.7 | Is equipment and machinery in good condition? | X |  |  |
| J.8 | SDS is available and less than three years old? | X |  |  |
|  | **Miscellaneous** |  |  |  |
| K.1 | Eye wash stations | X |  |  |
| K.2 | Muster Points | X |  |  |

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| **Corrective Action** | **Assigned To** |
| A.4. This was not discussed during the inspection, is smoking allowed on the premises? If so, are designated smoking areas provided? Cigarette butt receptacles? | Geoff Ball |
| D.6. This was not discussed during the inspection, are full-size fire trucks able to access the structures on site? Is there a fire response plan for the grounds? | Geoff Ball |
| D.9. Some extension cords on site were running between trees, above paths, quite low. Geoff shared that these cords are temporary. | N/A |
| D.11. The power bars in the ‘Christmas Light Shed’ appear overloaded. Please remove some cords, or reroute additional power sources. | Geoff Ball |
| E.7. The warning sign for the water feature is blocked by a bush. Please trim it back so the sign is visible. | Geoff Ball |
| F1 & 2. Are maintenance and inspection logs available for tools used on the grounds? | Geoff Ball |
| F.6. Is PPE available for workers and volunteers? Gloves, safety glasses, Steel toe work boots? | Geoff Ball |
| G1 & 2. We did not see any ladders during the inspection, but I assume they must be used on the grounds. | Geoff Ball |
| H.1. Do volunteers receive an orientation? Are records of the orientation kept? | Geoff Ball |
| J.1. Flammable fuels on the grounds should be stored in a vented, metal cabinet, labeled to notify users of the occupants. | Geoff Ball |
| J.2 & 8. There is a storage rack in the tool shed with paint, stains, and solvents. Are all these items properly labeled? Compatible? Are SDS available for all the products? | Geoff Ball |
| J.5. “No Smoking” signs should be posted next to the fuel cabinet. | Geoff Ball |
| K.1. Are portable eye wash options available for grounds crew/volunteers? | Geoff Ball |
| K.2. Does Milner have designated muster points on site? | Geoff Ball |

D.11 D.11 E.7

A close-up of wires on a metal beam

Description automatically generated A bunch of green cords

Description automatically generated A fence with a sign on it

Description automatically generated with medium confidence

J.1 J.2 & 8

A red box with a red lid and yellow gas cans inside

Description automatically generated A shelf with cans and cans in a garage

Description automatically generated