

WINDSOR PARK COMMUNITY LEAGUE EDMONTON

Building Maintenance Report

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## **Introduction**

This report covers the building maintenance activities for the Windsor Park Community League Hall (hereinafter referred to as “the Hall”) for the period of July 1 to October 30, 2015, when the current Building Maintenance Officer and author of this report took over the responsibility as a member of the Windsor Park Community League Executive. There is a lack of documentation of building maintenance for the Hall prior to this date. It is clear to the author that Hall building maintenance has not been a priority for some time. The current Officer found issues within the building that had remained static and unmanaged for years in some cases.

In order to better understand the needs of building maintenance, the author has compiled a Building Maintenance Manual, now available on the Community League website. The manual describes the elements of the Hall including construction elements, security, drainage, electrical, heating, and plumbing. There are also Maintenance Checklists included. The manual is not intended to obviate the need for professional contractors and service technicians. It nevertheless helps to understand the maintenance activities of the Hall.

The manual can be downloaded here:

<http://www.altadel.com/windsorparkcommleague/docs/WPCommHallMaintenanceManualPartI.pdf>

This report summarizes the repairs and maintenance work done on the building recently and then the concerns looking forward.

## **Why Maintain the Hall?**

An aspect of building maintenance is asking questions like “Why do we have the building?” Why do we spend so much time and effort and money on the building?” Certainly, Windsor Park Community League has long had a building (since 1992) that can only operate in the red (deficit). Like many halls built in this era, it is a very small hall (allowance for 40-50 persons) with a non-commercial kitchen, and thus it does not attract rentals. Building rental income, despite efforts to promote rentals, has only ever been a fraction of utility costs, for example. Hall rentals currently generate less than \$1000 per year. Meanwhile, the costs for the Hall are great: \$6000 (utilities), \$3000 (janitorial), \$2700 (snow removal), \$2000 (portion of insurance coverage for building), and \$5000 (average repair and renovation costs per year). The costs are thus in the range of \$18,000 per year or \$36,000 every 2 years. By comparison, community league programs and activities only amount to \$8,000-10,000 per year, including \$5000 each year for the Green Shack program.

One of the key programs in the Hall is the preschool. They are the main reason the Hall is maintained in basic operational condition. Which immediately answers the question: “Why do we have casino fundraising?” Without casino fundraising, the Hall could not be maintained. The first \$36,000 of the \$80,000 generally earned through casino fundraising every 2 years is automatically spent, and will be spent indefinitely, on the Hall.

## Repairs Done to Date

<b>Location</b>	<b>Repair or maintenance completed</b>
Grounds	Clearance of drainage sites; mice infestation control; exterior water valve repair and safety cut-off valve installation
Roof and attic	Eavestrough cleaning and repair; removal of broken chairs and sharp metal waste from attic
Doors	Oiling and mechanism repair
Exterior sign	Repair and installation of new locks to replace locks for which keys were lost
Sports equipment storage	Removal of extensive amounts of debris, garbage, waste, and unusable construction materials; sorting and reorganization of equipment
Kitchen	Repair and cleaning of drains of two sinks; repair of light fixture; removal of several garbage bags of waste, debris, broken appliances from cupboards; removal of malfunctioning roll shutter; cleaning of extensive dust build-up; repair of freezer component of fridge; cupboard repair
Washrooms	Removal of unsafe deadbolt from Women's washroom; removal of clutter from washrooms; and removal of unsafe absorbent carpets from washrooms as per Health Inspector's requirements.
Janitor storage	Removal of construction waste materials and clutter
Main hall storage	Removal of extensive amounts of debris, garbage, waste, and unusable construction materials; sorting and reorganization of equipment; vacuum repair
Furnace room	Removal of extensive amounts of debris, garbage, waste, and unusable construction materials; cleaning of extensive dust build-up; furnace cleaning and inspection arranged
Keys and locks	Creation of proper master key, creating new keys with duplicates for all missing keys for various locks in the building, installation of new key safes
Inspections	Fire, health and safety, plumbing, furnace, and foundation inspections arranged
Documentation	Writing of Building Maintenance Manual

## Concerns Moving Forward

The Hall is the source of considerable expenditure. A number of systems are in need of attention, some in the very near future. These are summarized below. The list is not exhaustive and the items of most concern are noted.

### *Future Maintenance Issues*

<b>Location</b>	<b>Issue</b>
Building exterior	<p>There are plaster failings mainly on the southwest corner. There is a foundation drop on the north side. This drop has developed since 2010. It is not readily repairable without an expensive mudjacking procedure and could eventually lead to exterior wall damage. This will have to be monitored, though it is not an emergency matter as yet.</p> <p>There is a south-side exterior water valve that will one day fail, as has happened on the north side. The functioning end of this valve is unfortunately in a wall in the main hall. It can only be accessed by cutting into the wall. One day an indoor cut-off valve will need to be installed with a panel for access. This could be done pro-actively.</p>
Roof	The eavestroughs are narrow and not up to current standards, thus necessitating more frequent cleaning due to blockage.
Doors	The doors do not function well and are expensive to repair. They should one day be replaced by steel doors without the extensive glass component.
Exterior sign	Despite repairs, this sign has poor visibility and is very much worn, with a bent metal frame. It will need to eventually be replaced.
Kitchen	The entire kitchen is aged, with appliances that have more than once needed repair. This kitchen still meets the needs of the preschool but could also be treated by a complete remodeling.
Washrooms	The foundation crack in the north-side washroom is a source for debris and difficult to clean. It is of concern to health inspectors, and there is no easy solution for this problem.
Furnace room	There are two furnaces, each 23 years old. They will not last much longer. After a current inspection, they may be replaced in the summer of 2016, when the preschool is not in session.
Main Hall	The carpet is worn and stained.

Overall, after having completed the aforementioned repairs, building maintenance has become fairly straightforward. Indeed, the problems likely to arise now merely require a phone call to a professional contractor. Maintenance has thus become a wait-and-call approach.

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