

Facilities Plan Revised August 2013

To be presented to the Board in September 2013.

See board minutes June 2013 to re-establish a building committee.

Our first facilities plan was developed in July 2003 for our first accreditation review and for the major renovations we did in 2004.

Summary: The path to obtaining a permanent facility for the Child Development Centre- A Family Resource Centre took many steps. In the beginning we were in the "old hospital" and on December 31st 1999 the Board purchased the Pine plaza property with the goal of building our own centre. It was later determined the property had serious and costly stabilization and engineering challenges. We sold the property in September 2002. Before obtaining a long term lease with Coast Mountain School District for the "old" school board building at 1515 Kingfisher we moved from the hospital site because the hospital was closed to Roy Wilcox School and kept an office area in the City Centre Mall. In 1975 the old School Board building became available because of the amalgamation of the Kitimat School District with the Terrace School District.

We obtained a lease for the 1515 Kingfisher building in 2003 August. In 2004 we did extensive renovations to the building. Cost of the renovations was \$258,875.00 of leasehold improvements.

December 17th 2006 we experienced sewage flooding that resulted in major renovations and repairs to the basement of our building. In the summer of 2008 the School District changed our sewer line to now go out to Meldrum street instead of out to Kingfisher.

In 2006 in conjunction with the flood repairs we installed cupboards in the pre-school area and the front meeting room.

In 2008 the School District also paved our parking lot which is shared with the High School. We then had the signage and lines painted. Input says the parking spaces are too tight but no plans are currently in place to change this. We do want to have the grass area in front of the ramp cleaned off, gravel put in and the bike rack put there. We are looking for donated labour and supplies to get this done. We also dream of installing a cover roof over the ramp so buggies and strollers can be covered outside during our rain and snowy weather.

In the Fall of 2008 the Board approved expenditures to upgrade the office furniture and storage in the Supported Child Development, Therapy and Pre-school office areas. This cost us \$9717.00

In the fall of 2008 we put in the pre-school a loft using telethon and memorial donation monies. Cost of this was \$5599.99

Fall of 2008 we had BC HYDRO and LIVESMART BC external inspection. Report attached and recommendations being considered for the future. – dependant on funding we could replace the outside lighting for more efficiency but otherwise we are at the highest codes for energy efficiency we can obtain.

2009 Actions Completed.

Security- our current security system is with Graydon Security and we have sensors in both stairwells. No upgrading is being considered at this time. This was inspected in the fall of 2009.

Telephones- in 2004 with the renovations we installed a telephone answering system. We are outgrowing this system and on our wish list we need to upgrade this in the future. Initially the answering system was not liked and

we did return to having a part time front office receptionist answering the phone. April 2010 we had Graydon evaluate our phones and we can add one more line that will be dial out only and this will address the issue of all three lines always being busy. We will use the fourth line to do teleconferences etc. The next need is some phones are starting to age and we will need to replace them. After this we will have to plan for another phone system.

Fire and smoke detectors- we currently do not have a fire suppression sprinkler system. We have heat sensors and fire alarm stations throughout the building. In our renovations we upgraded to current building codes for fire.

Kitchen area- in this room we are not up to current food safe standards. We had the Environmental health officer review our food serving practices and the ideal to work towards is having a hand washing station installed in the kitchen. Cost for this would be about \$2,500.00. We continue to have this in mind if we can find the monies. Of a more urgent nature will be the replacing of our dishwasher.

Office areas- as noted above the SCD/Therapy side was updated Fall of 2008. Next on the wish list would be to update the accounting, community development and front desk areas. Also we have three staff working in one area in the basement and this area could have improved desks. We continue to work on this. We have had some design suggestions for the administration side of the building but to date no quoted costs.

Outside lighting- in the fall of 2008 we had power smart evaluate our building. This report identifies that we could both from an energy perspective and from a safety perspective increase the effectiveness of the outside lighting. We have not prioritized this need.

Furnace/heating – This is a major area of concern. Although we lease the building and the furnace should be the landlords responsibility we are way down the list of what the School District needs to attend to for furnaces. We had the furnace evaluated in 2003 and it was determined the furnace would last 5- 10 more years. In 2004 we did have the major burner replaced as a leak was found. We have asked for an energy audit but no qualified person is available to do this in our area at this time. The cost to upgrade is probably about \$100,000. The savings is potentially great with a more efficient system. In 2007- to 2008 fiscal year our heating costs went up 31%.

Was informed February 2009 from School District maintenance Superintendent that our furnace is the same as the School furnace in Terrace that just had burner problems and there are no longer the parts for this furnace. Our burner was replaced when we first moved into the building but unfortunately so was the burner in Terrace. This now has become more of a HIGHER NEED to address. This past year we have had multiple staff concern expressed regarding the quality of our heating. We are either freezing or in a sauna. The School District has worked on the electronics of our heat control but it continues to be a “challenge”.

Playground- In the spring of 2005-\$24,588 we installed playground equipment with a grant from the government and community donations. We also had a storage shed built. The goals of the playground are to increase the natural play spaces, develop more tree play areas. This year we have applied to the Rick Hansen foundation for a playground grant for a sandbox to be located by the back stairwell entrance to the playground. We have also identified the need to make the gate area more accessible by moving the traffic barrier. If successful with the grant application this will be done the summer of 2009. We were unsuccessful with the playground grant. We have had some parent volunteers help us with moving some rocks and the barrier by the playground gate. This makes the playground more accessible. We will also have some volunteers move a few of the “spider” infected trees and plan if we can find the resources and volunteers to put in some raised garden beds.

Update 2010.

STORAGE – CLUTTER – this is an ongoing comment noted on our regular inspections. The back stairwell was not renovated with our renovations and this space seems to be a spot to put things.

We have worked on our budgets to designate in our internally restricted funds monies for building maintenance and upgrades. The first priority is the lift and this is covered by a separate report.

LEASE- the 1515 Kingfisher lease was renewed at the same rate as previously. We did start to get some billing for utilities that it does say in our lease we have to pay but up until last year we were not charged for these. We have asked that these be given to us by March 31st each year to know what our costs are. This hasn't happened yet so we get "sporadic" bills for services. The total last year being approx. \$189.93 (billed per quarter) We use the School District maintenance to help with minor repairs and they are more consistent for billing us. We are experiencing a drain leak on the roof and we are still trying to determine who and when this will be permanently fixed. (April 2010).

We plan to add a new **Carbon Monoxide detector and a water (flood)** sensor for the basement.

Painting interior walls- it has now been 5 years since our walls were painted. Dependent on budgets we need to repaint the interior walls the summer of 2010. We had planned to do some in 2009 but did not have the resources.

Lift/elevator between the upper and lower floors. For more detail on this see our accessibility plan. The estimated cost is \$120,000. We continue to work on this- see separate report.

Fire plan was reviewed and signed off by the Fire Marshal.

External Inspection of building done by Alan Kavanagh.

Administrative side of our offices were upgraded with new desks and dividers.

Interior touch up painting done.

Co2 detector in gym.

Railing fixed.

Continue to work on accessibility grant.

Update 2011-2012 Moved this report into a table for annual actions that are to occur. Updated table Summer of 2013.

Table of Annual Building Actions

Action	Done by	2011	2012	2013 August	Notes.
Inspections	Health and Safety Committee members	Done	Done	Done	Janitor monthly inspections all done. Different staff have completed building inspections prior to Health and Safety meetings. In Health and Safety binders

External Inspections	1.Fire Department	Done	Done	Asked for inspection this fall.	
	2.School District heat sensors	Done	Done	Done – August 2013	
	3. Furnace				
	4. Pre-school licensing	See licensing file. No findings	See licensing file – no findings		Expected inspections fall of 2013
	4. Playground	Done by Pre-school and day care teachers	Same – see note below	See note below.	
	5. Alarm system	Done	Done after break in.	To be scheduled.	
Review of leases	Executive Director and Board of Directors	Done	Done	Meeting scheduled September 23 rd 2013. Also done with annual audit.	
Building maintenance plan	Annually included in budgets when possible.	Done	Done	To the board September 2013 board meeting.	See notes in June board meeting re: establishing a building committee.

Playgrounds- Our Pre-school supervisor did complete the playground inspection course. We have identified summer of 2013 that we would like to upgrade the 1515 Kingfisher Playground and have put on our grant request list looking for assistance to upgrade the playground.

Cormorant playground on inspection needs more pea gravel under the equipment. This has been ordered.

Kildala playground area is the responsibility of the School District.

Annual maintenance

Janitorial inspections are done monthly- see health and safety binder. Any identified problems are repaired. With limited funds we have used parents who owe us day care or pre-school fees to work off their debt by doing repairs.

In our inspections of 2013 it has been identified we need to plan for:

Access –egress from the Building blocks, Infant Development, Healthy Babies office does concern workers. There are smaller window exits but it is limited. There is not an easy solution for this.

Painting- smaller areas have been done (i.e fun spot and the doors that get chipped) but it is now 8 years since the full building has been painted. If funds can be obtained the building committee is being asked to consider this for the summer of 2013

Washrooms- we are starting to have minor repairs needed in the washrooms, for example replacing the toilet seals. Consideration of replacing toilets with water efficient toilets etc is on our list but we need to consider our useage a many children find the push button flushers hard to do.

FURNACE – this comes up on every staff satisfaction survey. It is a constant challenge to regulate the heat in our building and in the summer the air conditioner. Over the last two years our bills from the School District have been increasing, The most recent being to repair the air flow and air conditioner for the summer. Staff are strongly urging the building committee to consider furnace replacement. We have two evaluations done in 2008 on the furnace but no recent quotes or engineering on this. Budget cost for a new furnace is estimated at ----

If we are to stay at 1515 Kingfisher in the long term this will need to be done. The question is how long do we stay?

Roof- the School District inspected the roof both last year and it is on their longer term maintenance plan. The fascia siding is needing repair and when we did the building renovation we did do the drainage on the Kingfisher side of the building but not the Meldrum side and thus this may become a problem.

Gardens- currently staff volunteer to do these. In 2011 summer we did receive a grant from to do our garden beds. These have been challenging to keep up but we did in 2013 grow some great herbs and some clients really enjoyed their gardening experiences.

Snow removal is the responsibility of the School District with the exception of our ramp. We hire a student to do this each winter. We do need to remind the District we work weekends and holidays and thus the parking lot needs to be cleared.

Alarm system- we have had this checked annually and it works well for us. The call out if the alarm goes off has been updated as needed. The challenge area is we at the alarm company end do get linked with the School District and we will need to reinforce with them that we do many evening activities and it is not unusual to not have a full lock up until 11ish at night.

PHONE System. We are obtaining quotes on upgrading our system. It is no longer possible to get replacement phones for our system. (We've had these phones since the pink hospital). Quotes being obtained September 2013.

Email request to School District – John Garissimo asking if the School District replaced the furnace and possibly did the ramp for accessibility could we pay this off with an increased rental contract over a number of years. Meeting is scheduled for September 23rd to update all our leases.