



NORTH GLENORA COMMUNITY LEAGUE

BUILDINGS & GROUNDS

MAINTENANCE SCHEDULES

Last updated: September 09 2008

North Glenora Community League Maintenance Index

HALL

- 1) Floorplan
- 2) Service Contractors
- 3) Doors & Windows
 - i) Maintenance
 - ii) Lock key list
- 4) Internal master keys (inventory, checking)
- 5) external keys and internal loaned keys (responsibility of Hall Bookings)
 - i) Skylights
- 6) Ceilings, Floor & Walls
 - i) Paint
 - ii) Flooring
 - iii) Ceiling Tiles
- 7) Fire System
 - i) Floor plan exits
 - ii) Fire alarm testing schedule
 - iii) Fire panel
 - iv) Pull stations
 - v) Fire exit lights
 - vi) Fire extinguishers
 - (1) – locations and servicing
 - vii) Fire suppression system
 - viii) Fire blanket
 - ix) Smoke detectors (including updating plan)
 - x) Sprinkler heads
- 8) First aid stations
 - i) Location
 - ii) Inventory
- 9) Heating & Ventilation (Air Conditioning)
 - i) Location
 - ii) Maintenance schedule & records
 - iii) Filter list
 - iv) Thermostats & heating controls
 - v) Fans
 - (1) kitchen
 - (2) bathrooms
 - vi) Roof Vent(s)
- 10) Gas meter

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11) Kitchen

- i) Equipment inventory
- ii) Grease trap

12) Hall Furnishings

- i) Tables (inventory, storage location & maintenance)
- ii) Chairs (as above)
- iii) Piano (tuning)
- iv) Dry bar
- v) Bar cooler
- vi) Baby change station

13) AV System

- i) Screen
- ii) TV/VCR
- iii) LCD Projector
- iv) Microphones

14) Electrical

- i) Breaker Panels & GFIs - Location
- ii) List of lights
- iii) Program to upgrade lights to reduce energy consumption

15) Roof & Drainage

- i) Eaves trough inspection
- ii) Gutters & downspouts
- iii) Perimeter Drainage

16) Tool crib

- i) Itemized tool list and where tools are kept.

17) Plumbing

- i) Water heater maintenance schedule & records
- ii) Water pressure
- iii) Maintenance (testing all taps & toilet flushing)
- iv) Drain traps
- v) Floor traps

18) Security System

- i) Panel – testing

19) Exterior

- i) Accessibility
- ii) Lighting
- iii) Parking Lot
- iv) Signage

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- v) Structural foundation
- vi) Wall condition

RINK SHACK

- 1) Floorplan
- 2) Plumbing
- 3) Electrical
- 4) Heating & Ventilation
- 5) Ice making equipment
- 6) Change rooms
- 7) Washrooms
- 8) Caretaker's room
- 9) Storage Allocation

GROUNDS

- 1) Site Plan
- 2) Accessibility (entrances)
- 3) BBQ
- 4) Cement patio
- 5) Dumpster
- 6) Fencing
- 7) Firepit
- 8) Landscaping and Gardens
 - i) Landscaping by hall
 - ii) Raised garden bed
 - iii) Partners in Parks Program
 - iv) Use of pesticides/herbicides
- 9) Mailbox
- 10) Outdoor Ashtrays
- 11) Playground
- 12) Rink
 - i) Rink boards & surface-
 - ii) Rink lighting
 - iii) Rink sound system
- 13) Sandbox
- 14) Skate board park
- 15) Sidewalks

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Preseason Inspection of Out Door Rinks (EFCL)

- Sharp protrusions near gates & doors. File/grind down any sharp edges off of metal hardware.
- Gaps/Joints. Run a hockey stick along the kick (bottom) of the rink and if the tip of the stick gets caught, either fill the joint or replace kick to reduce the gap.
- Check for smooth operation of all gates and hardware and apply a small amount of oil.
- Specific Items In Wooden Rinks
 - Replace/re-secure broken or protruding nails on playing surface.
 - Re-nail loose boards/planks. You can take a rubber mallet/hammer to the back of the rink and walk the perimeter hitting every board on the joints and identify any loose ones.
 - Splinters and/or chips. File down or replace boards badly damaged.
 - Using a sharp object poke at the wooden posts at ground level and check for signs of rotting wood.
- Specific Items In Steel-Dasher Rinks
 - Replace broken or protruding screws on playing surface. If your rink is not made of galvanized steel check for excessive rusting.
 - Chain-Link Fence Issues
 - Re-tie together broken links. The old standard of 9-gauge chain-link would tend to curl after a few years of use. It exposes the bottom edge and makes a snag hazard.
 - Make sure you curl/bend it back away from the ice.
 - Condition of boards, gates and chain link fencing. Ground slope: inspect the rink perimeter and fill in low spots where water will run out under the boards
- Water supply equipment including hoses, nozzles and couplers
- Snow blowers, tractors or any other snow removal equipment needs servicing
- Replace worn out scrapers, shovels and brooms

Examine hockey net tubing for cracks and torn netting

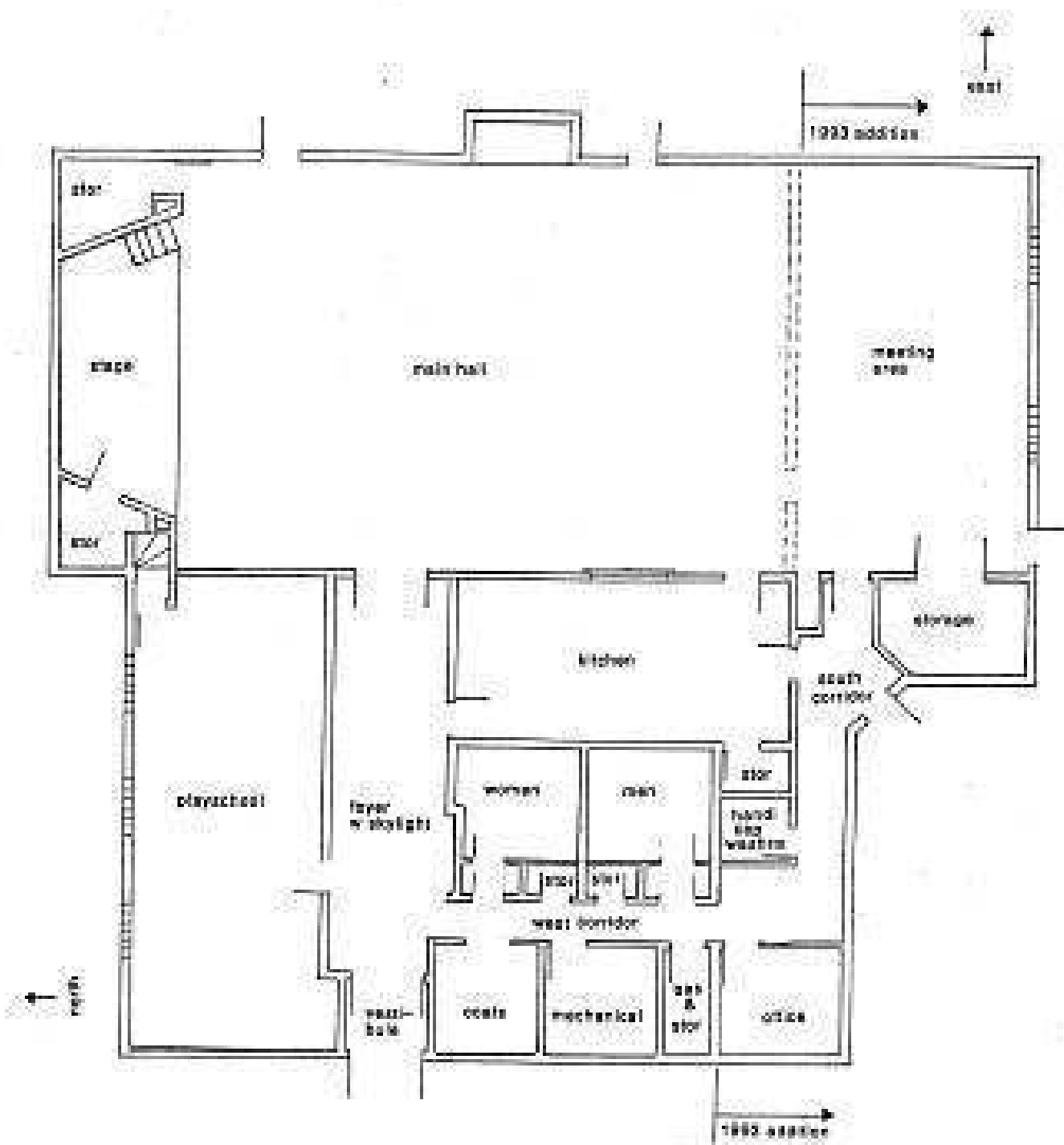
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North Glenora Community League Rink Caretaker Daily Check List

- 1. Turn on / off lights.
- 2. Turn up / down furnace.
- 3. Clear snow on pathways to and in front of Rink Shack and sidewalk in front of Hall.
- 4. Pick up garbage inside and around Rink Shack; sweep as necessary to keep clean.
- 5. Empty garbage in blue garbage bin as needed; place garbage cans outside.
- 6. Clean washrooms and replace toilet paper and paper towels as needed.
- 7. Replace light bulbs as needed.
- 8. Ensure that music is not too loud (inside and outside). No music after 9:00 p.m.
- 9. Ensure hole for hose is plugged when not in use.
- 10. Ensure Caretaker Office is locked when you are outside.
- 11. Ensure valuables are locked-up when you are outside.
- 12. Ensure that equipment / storage rooms are not left unlocked.
- 13. ***Final checks before leaving:***
 - Garbage is picked up (outside and inside)
 - Nothing is left outside (nets, tools, garbage cans, etc)
 - CLOSED sign is in place
 - All lights are off** and furnace turned down
 - All doors are locked**; valuables are locked up

-Close rink gate



NORTH GLENORA COMMUNITY LEAGUE HALL

SCALE 1:100

NGCL FALL CHECKLIST FOR YEAR OF _____

Date & initial each item completed.

Make note of repairs, follow up requirements and supplies needing to be ordered.

TASK	DATE COMPLETED	INITIAL	NOTES
❖ HALL DOORS: Check caulking & weatherstripping. Test for air leaks. Lubricate hinges of any squeaky doors with WD 40. Lubricate all MIWA door locks with special spray from Action Lock.			
➤ #1 & 2(Main entrance double doors)			
➤ #12 (Fire Exit)			
➤ #13 (Fire Exit)			
➤ #14 (Fire Exit)			
➤ #21 (Fire Exit)			
❖ HALL WINDOWS & SKYLIGHTS: Check caulking for leaks. Repair as needed.			
➤ Windows – South Wall in Main Hall			
➤ Windows – Playschool Room			
➤ Skylights – Foyer			
➤ Skylights – Kitchen			
❖ HEATING AND VENTILATION: Arrange for inspection & servicing of:			
➤ all five furnaces in Hall			
➤ arrange for all three thermostats in Hall to be preset for winter			
➤ furnace in Rink Shack			
➤ water heater in Rink Shack			
❖ KITCHEN			
➤ Floor drain: Add 1 quart of water to keep sewer gas from backing up			
➤ Arrange for inspection/servicing of grease trap			

NGCL FALL CHECKLIST FOR YEAR OF _____

Date & initial each item completed.

Make note of repairs, follow up requirements and supplies needing to be ordered.

TASK	DATE COMPLETED	INITIAL	NOTES
❖ HALL WASHROOMS: Check sink drains & add water to floor drain to keep sewer gas from backing up			
➤ Women's			
➤ Men's			
➤ Handicapped			
❖ HALL ROOF: <u>Requires formal inspection by roofer every two years.</u>			
➤ Check for breaks in seams; cracks			
➤ Roof Vent			
❖ HALL - OUTSIDE			
➤ <u>Eaves troughs:</u> Check condition			
➤ <u>Gutters:</u> Remove any obstructions			
➤ <u>Downspouts:</u> Run water through to make sure they are unobstructed			
➤ <u>Perimeter Check:</u> Walk the perimeter of the building to make sure land slopes away from building AND all downspouts have channels to take water away from building			
❖ FIRST AID KITS			
➤ Hall & Playschool– replace supplies as needed			
➤ Rink Shack – replace supplies as needed			
❖ Set clocks to Standard Time	NOVEMBER –		
➤ On Alarm Panel	FIRST SUNDAY		
➤ Main Hall			
➤ Kitchen Stove			
RINK SHACK DOORS: Check caulking & weatherstripping. Test for air leaks. Lubricate hinges of any squeaky doors with WD 40. Lubricate all MIWA door locks with special			

NGCL FALL CHECKLIST FOR YEAR OF _____

Date & initial each item completed.

Make note of repairs, follow up requirements and supplies needing to be ordered.

TASK	DATE COMPLETED	INITIAL	NOTES
spray from Action Lock.			
➤ RS 1			
➤ RS 2			
➤ RS 3			
➤ RS 4			
➤ RS 5			
➤ RS 6 (east)			
❖ WINDOWS: Check caulking for leaks. Repair as needed.			
➤ RS 3			
➤ RS 4			
❖ WASHROOM: Check sink drains & add water to floor drain to keep sewer gas from backing up			
❖ EAVES TROUGHS			
❖ FASCIA			
❖ RINK			
➤ GATES & DOORS: (general condition) <ul style="list-style-type: none"> ▪ Sharp protrusions near gates & doors. File/grind down any sharp edges off of metal hardware. ▪ Gaps/Joints. Run a hockey stick along the kick (bottom) of the rink and if the tip of the stick gets caught, either fill the joint or replace kick to reduce the gap. ▪ Check for smooth operation of all gates and hardware and apply a small amount of oil. 			
➤ BOARDS & PLANKS: (general condition) <ul style="list-style-type: none"> ▪ Re-nail loose boards/planks. You can take a 			

NGCL FALL CHECKLIST FOR YEAR OF _____

Date & initial each item completed.

Make note of repairs, follow up requirements and supplies needing to be ordered.

TASK	DATE COMPLETED	INITIAL	NOTES
<p>rubber mallet/hammer to the back of the rink and walk the perimeter hitting every board on the joints and identify any loose ones.</p> <ul style="list-style-type: none"> ▪ Splinters and/or chips. File down or replace boards badly damaged. ▪ Using a sharp object poke at the wooden posts at ground level and check for signs of rotting wood. ▪ Replace broken or protruding screws on playing surface. If your rink is not made of galvanized steel check for excessive rusting. 			
<p>➤ FENCING: Condition</p>			
<p>➤ GROUND SLOPE: inspect the rink perimeter and fill in low spots where water will run out under the boards.</p>			
<p>➤ EQUIPMENT:</p> <ul style="list-style-type: none"> ▪ Water supply equipment including hoses, nozzles and couplers 			
<ul style="list-style-type: none"> ▪ Snow blowers, tractors or any other snow removal equipment needs servicing. 			
<ul style="list-style-type: none"> ▪ Replace worn out scrapers, shovels and brooms. 			
<ul style="list-style-type: none"> ▪ Examine hockey net tubing for cracks and torn netting 			

NGCL SPRING CHECKLIST FOR YEAR OF _____

Initial & date each item when completed.

Make note of any repairs, follow up work to be done or supplies that need to be ordered

TASK	DATE COMPLETED	INITIAL	NOTES
Set clocks to Daylight Savings Time (figure out a list of clocks) On Alarm Panel	MARCH – 2ND SUNDAY		
Main Hall			
Kitchen Stove			
RINK SHACK: Clean out Rink Shack	MARCH		
Store ice mats inside	MARCH		
Turn furnace down	MARCH		
INSPECTIONS: Liaise with City for annual Playground and Multi-Use Areas inspections	MARCH		
Advertise & organize for Spring Grounds Clean Up	APRIL		
Spring grounds Clean Up	MAY (w. Garbage Fair)		
HEATING AND VENTILATION: Arrange for inspection & servicing - <ul style="list-style-type: none"> • all five furnaces in Hall • water heater in Hall • air conditioning in Hall • make-up air in Hall Kitchen • arrange for all three thermostats in Hall to be preset for Summer • furnace in Rink Shack • water heater in Rink Shack 			
HALL - OUTSIDE EAVES TROUGHS: Check condition			

NGCL SPRING CHECKLIST FOR YEAR OF _____

Initial & date each item when completed.

Make note of any repairs, follow up work to be done or supplies that need to be ordered

TASK	DATE COMPLETED	INITIAL	NOTES
GUTTERS: Remove any obstructions			
DOWNSPOUTS: Run air blower OR water through to make sure they are unobstructed			
PERIMETER CHECK: Walk the perimeter of the building to make sure land slopes away from building AND all downspouts have channels to take water away from building			
HALL - INSIDE KITCHEN Floor drain: Add 1 quart of water to keep sewer gas from backing up			
Arrange for inspection/servicing of grease trap			
WASHROOMS: Check sink drains & add water to floor drain to keep sewer gas from backing up			
• Men's			
• Handicapped			
• Women's			

NGCL ANNUAL CHECKLIST FOR YEAR OF _____

Initial & date each item when completed.

Make note of any repairs, follow up work needed or supplies to be ordered

TASK	DATE CHECKED	INITIALS	NOTES
1) KEYS <i>Note: External keys & internal loaned keys are responsibility of Hall Bookings</i>			
i) Review <u>internal</u> key inventory (office wall). Update/revise.			
ii) Check every <u>internal master key</u> in its proper lock, to ensure it works well. If the key sticks, spray lock with graphite.			
iii) For every cupboard checked: makes sure hinges function, they close properly & do not squeak.			
(a) Dry bar			
(b) Playschool Storage			
(c) Storage outside Office			
iv) Lubricate shafts of fire pit lock (and similar) with silicone and keyhole with graphite			
2) FANS kitchen and bathroom – what about them?			
3) HEAT & COLD AIR VENTS			
i) Remove vent covers and clean ducts			
4) SLIDING DOOR			
i) Check sliding partition in Main Hall to ensure it functions & is in good order.			
5) KITCHEN CUPBOARDS & DRAWERS			
i) Check all cupboard doors and drawers to make sure hinges function, they close properly and do not squeak			
6) KITCHEN APPLIANCES			
i) Test all burners to ensure functioning			
(a) Gas Range			
(b) Gas Grill			
(c) Electric Stove			
(d) Stove			

NGCL ANNUAL CHECKLIST FOR YEAR OF _____

Initial & date each item when completed.

Make note of any repairs, follow up work needed or supplies to be ordered

TASK	DATE CHECKED	INITIALS	NOTES
ii) Test all ovens for correct temperature (a) Gas Oven 1			
(b) Gas Oven 2			
(c) Electric Oven			
iii) Test microwave for correct functioning			
iv) Test all coolers for correct temperature (a) Refrigerator			
(b) Double Cooler			
(c) Bar Cooler (in chair storage room)			
7) INVENTORIES: Update			
i) Kitchen inventory			
ii) Services/Contractors List			
iii) Hall furnishings inventory, including sound system			
8) TABLES & CHAIRS			
i) Clean out chair storage room			
ii) Arrange for clean out of understage storage			
iii) Check that understage storage runners are functional			
iv) Count & clean upholstered chairs. Revise inventory.			
v) Count & clean all tables. Revise inventory.			
9) PIANO			
i) Arrange for tuning (45Plus)			
10) FIRE INSPECTION:			
i) Arrange for annual inspection of fire system.			
ii) Turn every extinguisher upside down and shake on top, to prevent settling.			
iii) Test fire alarms (all pull stations & main panel)			
iv) Test smoke detectors (develop replacement program).			
11) PUBLIC HEALTH INSPECTION			
i) Arrange for annual inspection of Kitchen, Washrooms & Playschool Room.			

NGCL ANNUAL CHECKLIST FOR YEAR OF _____

Initial & date each item when completed.

Make note of any repairs, follow up work needed or supplies to be ordered

NGCL MONTHLY CHECKLIST FOR THE YEAR _____

Initial each item after you check it. At the end of the checklist make note of any repairs, follow-up required or supplies that need to be ordered.

TASK DESCRIPTIONS & ASSOCIATED DETAIL	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
❖ CHECK REPAIR & MAINTENANCE REQUEST SHEET IN KITCHEN FOR NEEDED REPAIRS												
HALL - MAIN VESTIBULE & FOYER												
❖ SECURITY ALARM SYSTEM: Make sure all buttons are raised (not semi-pressed) & time & date are correct												
❖ FIRE PANEL: Ensure power is ON & look at panel to see if it shows a malfunction.												
❖ EMERGENCY SIGNAGE: Alarm instructions & emergency signs posted & in good order.												
❖ CARPETS are flat.												
❖ DOORS:												
➤ Look at hinges to make sure screws are not loose or the hinges are not sprung.												
➤ Ensure all door stops are functioning properly.												
➤ Make sure nothing is blocking the door (fire regulations)												
▪ 1 & 2 (double doors from outside)												
▪ 3 & 4 (double doors from Vestibule into Foyer)												
▪ 5 (Playschool door)												
▪ 6 (Kitchen door)												
▪ 7 & 8 (double doors into Main Hall)												
❖ VENTS IN FOYER:												
➤ Ensure vent is firmly secured (so kids cannot pry it apart).												
➤ Ensure vent is open.												
➤ Ensure vent is unobstructed.												
▪ Heat Vent #1 (<i>foyer entrance</i>)												
▪ Heat Vent #2 (<i>playschool door</i>)												
▪ Heat Vent #3 (<i>e. bulletin board</i>)												

NGCL MONTHLY CHECKLIST FOR THE YEAR _____

Initial each item after you check it. At the end of the checklist make note of any repairs, follow-up required or supplies that need to be ordered.

TASK DESCRIPTIONS & ASSOCIATED DETAIL	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
▪ Heat Vent #4 (<i>trophy case</i>)												
▪ Heat Vent #5 (<i>kitchen</i>)												
▪ Cold Air Vent												
❖ WATER FOUNTAIN: Turn on water fountain to make sure it works, drains wells and does not leak.												
❖ CEILING, FLOOR & WALLS:												
➤ Leaks/stains in ceiling – note/repair												
➤ Leaks in skylight(s) – note/repair												
➤ Cracks & chipped paint on walls – note/repair												
➤ Repair needs on lino floor – note/repair												
❖ ELECTRICAL: Turn on all lights to make sure they are working. Replace bulbs/repair as needed.												
❖ FIRE EXTINGUISHER: Look at pressure gauge to ensure it is full (see Fire System Floor Plan) and initial tag.												
❖ TROPHY CASE												
➤ Water leakage (from above)												
➤ Glass panels - cracks/breaks												
➤ Glass shelves – cracks/breaks												
MAIN HALL												
❖ DOORS:												
➤ Look at hinges to make sure screws are not loose and hinges have not sprung.												
➤ Ensure all door stops are functioning properly.												
➤ Make sure nothing is blocking the three fire exit doors (marked * below) (fire regulations). For fire exit doors, this includes snow & ice in winter.												
▪ 10 (Stage)												
▪ 11 (North Storage)												

NGCL MONTHLY CHECKLIST FOR THE YEAR _____

Initial each item after you check it. At the end of the checklist make note of any repairs, follow-up required or supplies that need to be ordered.

TASK DESCRIPTIONS & ASSOCIATED DETAIL	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
▪ 12* (Exit) – unblocked. Exit sign lit												
▪ 13* (Exit) – unblocked. Exit sign lit												
▪ 14* (Exit) – unblocked. Exit sign lit												
▪ 15 & 16 (South)												
▪ 17* (Exit to S. Corridor) – unblocked. Exit sign lit												
▪ 18 (Kitchen)												
❖ WINDOWS (SOUTH WALL - 2): Look for cracks in glass blocks												
❖ CEILING, FLOOR & WALLS												
➤ Leaks/stains in ceiling.												
➤ Cracks, chipped paint or damage on walls.												
➤ Lino floor repair needs.												
➤ Carpet repair needs.												
❖ ELECTRICAL: Turn on all lights to make sure they are working. Replace bulbs/repair as needed.												
➤ Main Room: Overhead lights (2 switched)												
➤ Main Room: Pot lights (2 panels) <i>(Pushed OFF, not just dimmed)</i>												
➤ Switch on east wall												
➤ Meeting Area (carpeted): Overhead & lights – (panel) <i>(Pot light switches pushed OFF, not just dimmed)</i>												
➤ Meeting Area (carpeted): Pot lights												
➤ Stage pot lights: <i>switches pushed OFF, not just dimmed</i>												
➤ AV system panel OFF												
❖ PIANO: facing sw wall												
❖ DRY BAR: facing ne wall												
❖ AIR VENTS (4 around stage) unobstructed												
❖ FIRE EXTINGUISHERS: Look at pressure gauge to												

NGCL MONTHLY CHECKLIST FOR THE YEAR _____

Initial each item after you check it. At the end of the checklist make note of any repairs, follow-up required or supplies that need to be ordered.

TASK DESCRIPTIONS & ASSOCIATED DETAIL	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
ensure tank is full (see Fire System Floor Plan) and initial tag.												
➤ Extinguisher near stage												
➤ Extinguisher near meeting room exit												
ROOM BETWEEN STAGE AND PLAYSCHOOL												
❖ DOOR 9 (TO PLAYSCHOOL):												
➤ Look at hinges to make sure screws are not loose or the hinges are not sprung.												
➤ Ensure door stop is functioning properly												
➤ Make sure nothing is blocking the fire exit INSIDE OR OUTSIDE (including snow/ice in winter) AND that “do not block fire exit” signs are in place												
❖ CEILING, FLOOR & WALLS												
➤ Leaks/stains in ceiling												
➤ Cracks, chipped paint, damage on walls												
➤ Repair needs on lino floor												
❖ AV SYSTEM: Ensure preset buttons on AV equipment have not been touched												
❖ ELECTRICAL: Turn on lights to make sure they are working. Replace bulbs/repair as needed												
PLAYSCHOOL ROOM												
❖ DOORS: <i>If you have checked the Room between the Stage and Playschool and the Foyer BUT make sure nothing blocks either of the two doors, as they are fire exits</i>												
❖ VENTS: Make sure nothing is blocking the vents												
➤ 3 heat vents (n. wall)												
➤ 1 cold air vent (s. wall)												
❖ ELECTRICAL: Make sure all lights are working. Replace bulbs as needed.												

NGCL MONTHLY CHECKLIST FOR THE YEAR _____

Initial each item after you check it. At the end of the checklist make note of any repairs, follow-up required or supplies that need to be ordered.

TASK DESCRIPTIONS & ASSOCIATED DETAIL	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
❖ WINDOWS (3 banks): Look for cracks in glass blocks.												
❖ CEILING, FLOOR & WALLS												
➤ Leaks/stains in ceiling												
➤ Cracks, chipped paint, damage on walls												
➤ Lino floor repair needs												
➤ Carpet repair needs												
❖ FIRE EXTINGUISHER by door: Look at pressure gauge to ensure it works (see fire system floor plan) and initial tag												
KITCHEN												
❖ DOORS: <i>If you have checked the MAIN ROOM including the MEETING ROOM and the SOUTH CORRIDOR, then there will be no more doors or door stop to check BUT DOOR #20:</i> Look at hinges to make sure screws are not loose or the hinges are not sprung AND ensure the door stop is functioning properly.												
❖ CEILING: Look for leaks/stains in ceiling												
❖ SKYLIGHT: Look up at the skylight to make sure it is not leaking.												
❖ WALLS, CUPBOARDS & COUNTERS:												
➤ Look for cracks, chipped paint, damage on walls												
➤ Look for cracks, chipped paint, damage on cupboards												
➤ Look of cracks/repair needs on counters												
❖ FLOOR: Look for lino floor repair needs												
❖ ELECTRICAL:												
➤ Make sure all overhead lights are working. Replace bulbs as needed.												

NGCL MONTHLY CHECKLIST FOR THE YEAR _____

Initial each item after you check it. At the end of the checklist make note of any repairs, follow-up required or supplies that need to be ordered.

TASK DESCRIPTIONS & ASSOCIATED DETAIL	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
➤ Check light in refrigerator. Replace as needed.												
➤ Check light on electrical stove panel top. Replace as needed.												
➤ Check light in oven of electrical stove. Replace as needed.												
➤ Check light in microwave. Replace as needed.												
➤ FIRE BLANKET in good order												
➤ FIRE EXTINGUISHERS: Look at pressure gauge to ensure it works (see fire system floor plan) and initial tag												
▪ White tank near stove												
▪ Red tank by door to south storage												
▪ Red tank by door to foyer												
▪ Water tank under sink ?? doesn't exist!!												
❖ EMERGENCY SIGNAGE: Alarm instructions & emergency signs posted & in good order.												
SOUTH CORRIDOR												
❖ DOORS: <i>If you have checked the MAIN ROOM including the MEETING ROOM, then there will be no need to check the Door 17 leading to the Meeting Room BUT DOOR # 21 – FIRE EXIT:</i>												
➤ Look at hinges to make sure screws are not loose or the hinges are not sprung.												
➤ Check door stop for proper functioning.												
➤ Make sure “do not block fire exit” signs is in place												
➤ Make sure nothing is blocking the door INSIDE or OUTSIDE (including snow or ice in winter)												
➤ Make sure door closes properly (if often doesn't).												
❖ DOOR # 22 (HANDICAPPED WASHROOM): Look												

NGCL MONTHLY CHECKLIST FOR THE YEAR _____

Initial each item after you check it. At the end of the checklist make note of any repairs, follow-up required or supplies that need to be ordered.

TASK DESCRIPTIONS & ASSOCIATED DETAIL	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
at the hinges to make sure screws are not loose or the hinges have not sprung												
❖ LADDER: Make sure metal ladder is hanging on corridor wall												
❖ ELECTRICAL: Make sure all lights are working. Replace bulbs as needed.												
❖ CEILING, FLOOR & WALLS												
➤ Leaks/stains in ceiling												
➤ Cracks & chipped paint on walls												
➤ Cracks in glass window												
➤ Repair needs on lino floor												
➤ Air (1) & heat vents (2) unobstructed												
DISABLED WASHROOM/BABY CHANGE ROOM												
❖ ELECTRICAL												
➤ Make sure lights are working. Replace bulbs as needed.												
➤ Turn on fan to ensure it works												
❖ TOILET												
➤ Make sure toilet flushes properly												
➤ Look for leaks/cracks												
➤ Raise and lower toilet seat to make sure it works well. No cracks												
➤ Grab bar secure												
➤ Toilet paper rail secure												
❖ SINK & MIRROR												
➤ Make sure all taps are working AND do not leak when shut.												
➤ Make sure plug is working (both keeping water in and letting it drain).												
➤ Make sure sink drains well.												
➤ Towel rack secure												

NGCL MONTHLY CHECKLIST FOR THE YEAR _____

Initial each item after you check it. At the end of the checklist make note of any repairs, follow-up required or supplies that need to be ordered.

TASK DESCRIPTIONS & ASSOCIATED DETAIL	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
➤ Mirror in good order												
❖ SIGNAGE: Make sure sign about diaper disposal is in place												
❖ CEILING: Look for leaks/damage. Replace soiled tiles.												
❖ FLOOR: Look for leaks & lino repair needs. Arrange for repair.												
❖ WALLS: Look for chipped/peeling paint. Arrange for repair												
❖ COUNTER: Look for repair needs (chips, cracks). Arrange for repair.												
❖ BABY CHANGE STATION: Raise & lower station. Make sure it is intact, securely fastened to wall, and functional.												
WEST CORRIDOR												
❖ DOORS:												
➤ Look at hinges to make sure screws are not loose and the hinges are not sprung.												
➤ Ensure all door stops are functioning properly.												
➤ Make sure nothing is blocking the doors marked * (fire regulations) (for fire exit doors this includes snow & ice in winter).												
▪ 23 (Office)												
▪ 24 (Gas Meter)												
▪ 25 & 26 (Men's Washroom)												
▪ 27 (Janitor's Closet)												
▪ 28 (Storage)												
▪ 29 (Mechanical)												
▪ 30 & 31 (Women's Washroom)												
❖ ELECTRICAL: Make sure all lights are working. Replace bulbs as needed.												

NGCL MONTHLY CHECKLIST FOR THE YEAR _____

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TASK DESCRIPTIONS & ASSOCIATED DETAIL	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
❖ CEILING, FLOOR & WALLS												
➤ Leaks/stains in ceiling												
➤ Cracks & chipped paint on walls												
➤ Cracks in glass window												
➤ Repair needs on lino floor												
❖ FAN (wall switch): Ensure it works												
OFFICE												
❖ HEAT VENT: Check that vent is completely CLOSED (otherwise Office overheats)												
❖ LIGHTS: Make sure lights are working. Repair/replace.												
❖ PHOTOCOPIER: Off												
❖ CEILING, FLOOR & WALLS:												
➤ Leaks/stains in ceiling												
➤ Cracks & chipped paint on walls												
➤ Cracks in glass window												
➤ Repair needs on lino floor												
❖ EMERGENCY SIGNAGE: Alarm instructions & emergency signs posted & in good order.												
GAS METER ROOM												
❖ SINK: Taps don't leak AND drain & plug function												
❖ Lights are working												
❖ ROOF HATCH & lock in good order												
MECHANICAL/FURNACE ROOM												
❖ Look for leaks/stains/repairs needs to floor, walls & ceiling												
❖ Make sure all tools, etc. are properly stored												
❖ Remove all flammable materials and store elsewhere												
❖ Lights are working.												
❖ FURNACE FILTER: Check filter schedule and change												

NGCL MONTHLY CHECKLIST FOR THE YEAR _____

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TASK DESCRIPTIONS & ASSOCIATED DETAIL	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
if needed (every 2 months)												
❖ FIRE EXTINGUISHER: Look at pressure gauge to ensure it works (see fire system floor plan) and initial tag.												
JANITOR'S ROOM												
❖ Lights are working												
STORAGE ROOM												
❖ Lights are working												
WOMEN'S WASHROOM												
❖ ELECTRICAL ➤ Make sure lights are working. Replace bulbs as needed.												
❖ TOILETS ➤ Make sure all toilets flush properly ➤ Look for leaks/crack from toilets ➤ Raise and lower each toilet seat to make sure it works well. No cracks. ➤ Toilet paper holder & grab rail (where supplied) are secure.												
▪ Toilet 1												
▪ Toilet 2												
▪ Toilet 3												
❖ CEILING ➤ Look for leaks. ➤ Replace soiled tiles.												
❖ FLOOR: Look for leaks & lino repair needs.												
❖ WALLS: Look for chipped/peeling paint. Repair												
❖ COUNTER: Look for repair needs (chips, cracks)												
❖ STALLS: Look for graffiti. Make sure doors close and lock.												
➤ Stall 1												

NGCL MONTHLY CHECKLIST FOR THE YEAR _____

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TASK DESCRIPTIONS & ASSOCIATED DETAIL	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
➤ Stall 2												
➤ Stall 3												
❖ SIGNAGE: Make sure sign indicating disabled washroom/baby change table is in place AND sign about proper diaper disposal.												
❖ SINKS & MIRRORS:												
➤ Make sure all taps are working AND do not leak when shut.												
➤ Make sure all plugs are working (both keeping water in and letting it drain).												
➤ Make sure each sink drains well.												
➤ Towel dispenser is secure.												
➤ Mirrors in good order												
▪ Sink 1												
▪ Sink 2												
MEN'S WASHROOM												
❖ ELECTRICAL												
➤ Make sure lights are working. Replace bulbs as needed.												
❖ TOILETS:												
➤ Make sure all toilets flush properly.												
➤ Look for leaks/crack from toilets.												
➤ Raise and lower each toilet seat to make sure it works well. No cracks.												
➤ Toilet paper holders & grab bar (where supplied) are secure.												
▪ Toilet 1												
▪ Toilet 2												
❖ SINKS & MIRRORS:												
➤ Make sure all taps are working AND do not leak when shut.												

NGCL MONTHLY CHECKLIST FOR THE YEAR _____

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TASK DESCRIPTIONS & ASSOCIATED DETAIL	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
➤ Make sure all plugs are working (both keeping water in and letting it drain).												
➤ Make sure each sink drains well.												
➤ Mirrors in good order												
▪ Sink 1												
▪ Sink 2												
❖ URINAL: Flush to ensure good order.												
❖ SIGNAGE: Make sure sign indicating disabled washroom/baby change table is in place AND sign about proper diaper disposal												
❖ CEILING												
➤ Look for leaks.												
➤ Replace soiled tiles.												
❖ FLOOR: Look for leaks & lino repair needs.												
❖ WALLS: Look for chipped/peeling paint. Repair												
❖ STALLS: Look for graffiti. Ensure doors closed and lock.												
➤ Stall 1												
➤ Stall 2												
➤ Urinal Stall												
❖ COUNTER: Look for repair needs (chips, cracks)												
CLOAKROOM												
❖ Look for leaks/stains in ceiling												
❖ Look for cracks & chipped paint on walls												
❖ Make sure area rug is flat												
❖ Make sure that shelving is secure												
❖ Look for repair needs on lino floor												
NGCL GROUNDS												
HALL EXTERIOR												

NGCL MONTHLY CHECKLIST FOR THE YEAR _____

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TASK DESCRIPTIONS & ASSOCIATED DETAIL	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
❖ ENTRANCES & LIGHTS: All entrances into the Hall are accessible & secure. Overhead lights in good order.												
➤ Entrance 1 (Main entrance)												
➤ Entrance 2 (Northeast exit)												
➤ Entrance 3 (Southeast exit)												
➤ Entrance 4 (South exit off Main Hall)												
➤ Entrance 5 (South exit to Cement Patio)												
❖ GRAFFITI: Check for graffiti on all walls and on roof walls (2 nd level)												
❖ MAILBOX in good order												
❖ DOORBELL: Test to ensure it functions												
❖ GFI's: In good order (test)												
➤ By main entry												
➤ By patio entry												
❖ OUTDOOR ASHTRAYS: clean & in good order												
➤ Ashtray beside Hall												
➤ Ashtray by Cement Patio												
❖ HALL SHRUB BED: Remove litter AND check for damage												
❖ FIREPIT in order. Locked & secure.												
❖ CEMENT PATIO: Check for cracks & alignment.												
❖ SIDEWALKS: In good order & litter free.												
PARKING LOT												
❖ LITTER: Clean up broken glass/litter												
❖ DUMPSTER is functional and not in need of service												
❖ FENCING is intact & in good order.												
❖ SIGNS: Handicapped parking signs (2) in good order												
❖ GARDEN BED: In good order												
❖ SANDBOX (winter): filled with sand												

NGCL MONTHLY CHECKLIST FOR THE YEAR _____

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TASK DESCRIPTIONS & ASSOCIATED DETAIL	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
RINK												
❖ Boards are intact												
❖ Graffiti? Paint requirements?												
❖ Weed growth												
❖ Lights (10) in good order												
RINK SHACK												
❖ EXTERIOR: Graffiti free & in good order												
❖ Eaves troughs in good order												
❖ Fascia in good order												
❖ All entrances into the Rink Shack are secure												
➤ RS Door 1												
➤ RS Door 2												
➤ RS Door 3												
➤ RS Door 4												
➤ RS Door 5												
➤ RS Door 6 (east side)												
❖ All windows are in good order												
➤ RS Room 3												
➤ RS Room 4												
❖ ROOM 1												
➤ Lights – good working order												
➤ FIRE EXTINGUISHER: Look at pressure gauge to ensure it works & initial tag												
❖ ROOM 2												
➤ Lights – good working order												
❖ ROOM 3												
➤ Lights – good working order												
❖ FIRE EXTINGUISHER: Look at pressure gauge to ensure it works & initial tag												
❖ ROOM 4												
➤ Lights – good working order												

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TASK DESCRIPTIONS & ASSOCIATED DETAIL	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<ul style="list-style-type: none"> ➤ SINK & MIRRORS <ul style="list-style-type: none"> • Make sure all taps are working AND do not leak when shut. • Make sure plug is working (both keeping water in and letting it drain). • Make sure sink drains well. • Mirror in good order 												
<ul style="list-style-type: none"> ➤ TOILETS <ul style="list-style-type: none"> • Make sure all toilets flush properly • Look for leaks/crack from toilets • Raise and lower each toilet seat to make sure it works well. No cracks • Toilet paper holder secure 												
<ul style="list-style-type: none"> ❖ ROOM 5 (& 8 inside): <ul style="list-style-type: none"> • Lights in good working order 												
SKATEBOARD PARK/ MULTI-USE AREA												
❖ Graffiti & litter free												
❖ Surface in good order												
PLAYGROUND, SPRAY PARK, PICNIC BENCHES & GARBAGE BINS												
❖ Graffiti & litter free												
❖ Picnic benches in good order												
❖ Garbage bins in good order												
❖ Playground equipment in good order												
➤ Swings functional and fully lowered												
❖ Sand – adequate amount around equipment												
Other – Miscellaneous – Cleaning Equipment												
❖ Vacuum Cleaner												
❖ Garbage containers												

