

ABC's of Building Maintenance

APPROACH spark generating processes with caution. Welding and grinding conducted on the premises requires a Hot Works Policy designed in conformance with documented guidelines in NFPA 51B – “Fire Prevention in Use of Cutting and Welding Processes”.

BOLSTER relationships with management. Positive attitudes and strong relationships can raise the bar for building maintenance.

CHECK smoke and/or heat detectors, carbon monoxide detectors, illuminated exit signs, emergency lighting and fire extinguishers regularly. Ensure these are all placed appropriately around the building.

DISPOSE of oily rags, paper towels and other combustible garbage in ULC approved containers for flammable trash.

ELIMINATE clutter to reduce the risk of trip-and-falls. Hallways and exits are not additional storage space. These areas should be clear of obstructions at all times.

FAMILIARIZE yourself with Statutory/Law Duty, the Building Code and all other applicable codes to ensure all are upheld.

GENERATE a plan to update fuse panels if possible. Fuse panels require a higher level of maintenance than circuit breaker panels.

HONE in on minimizing slip and fall hazards. Non-slip surfaces are an effective way to reduce incidents on both floors and stairways.

IMPLEMENT regular inspections and maintenance. Don't forget to document all work performed.

JUMPSTART your improved fire safety plan by eliminating the use of wedges of flip-down door stops on Fire Doors. These devices should be discontinued on all Fire Doors. Remember Fire Doors help to prevent the spread of fire and smoke and should remain closed.

KEEP up with outdoor building maintenance. This helps maintain the security of the building and reduces the risk of vermin infestations, mitigates weather damage to the interior and forestalls further deterioration of the building as a whole.

LIMIT smoking to designated areas segregated from flammable or combustible materials. Appropriate signage should be posted and the regulations should be strictly enforced.

MAKE sure fuel tanks are installed on a concrete pad at grade level with appropriate bollard protection. Single-wall tanks require a fuel containment system in the event of a fuel spill.

NOTE all of your maintenance and repairs. This documentation will form the basis of your defence if a third party is injured on your premises.

OUTLINE the perimeter of the property with proper fencing and make use of “No Trespassing” signs to discourage unauthorized access to the premises.

PREVENT drainage problems and flooding by ensuring the grade of the land slopes away from the building.

QUASH potential fire hazards by routinely cleaning laundry room lint screens and lint exhausted into the exterior wall of the laundry area.

REPLACE burnt out lightbulbs in hallways and entry ways. Exit signs should be illuminated, highly visible and show the direction of egress. Inspect signs and bulbs monthly.

SECURE all potential “falling hazards” – loose building materials, icicles hanging from the roof, signs attached to buildings etc. These could fall or be blown off the building and cause injuring to an unsuspecting public.

TEND to vacant buildings. Although empty, these buildings require regular maintenance and upkeep to avoid potential hazards.

UNDERSTAND the importance of extra care and caution in buildings that cater to seniors or seniors' programs. Falls are the leading cause of injury among seniors.

VERIFY junction boxes have proper cover plates to protect people from injury.

WATCH for curled mats and linoleum as well as worn rugs these can quickly become tripping hazards and should be repaired or replaced at the first signs of wear and tear.

X'TRA caution should be taken in parking lot maintenance. These areas should be free of obstructions, potholes and clear of ice or snow in the wintertime. Keep them safe for vehicular and pedestrian traffic.

YIELD to safety measures involving entranceways. Mats in these areas should be 30 feet in length to give visitors ample time to wipe water and dirt from their footwear.

ZERO in on falling risks on stairways by painting the nosing in a contrasting colour or by installing grip tape on each stair tread, awnings, etc. These could fall or be blown off the building and cause injury to an unsuspecting public.