



TOWNSHIP OF EDWARDSBURGH CARDINAL INFORMATION ITEM

Committee: Committee of the Whole – Administration & Operations

Date: February 13, 2023

Department: Parks / Recreation & Facilities

Topic: 4th quarter maintenance report 2022

Background: Below you find a list of work performed at Township facilities during the 4th quarter of 2022. These workorders and service request are over and above the daily routines at our facilities.

Ingredion Centre:

- (WO-3061) Upper Canada Elevator lift inspection
- (WO-3145) QEL - Co sensors & calibration
- (WO-3157) Yearly Fire alarm testing by Secureway
- (WO-3185) Brine Pump issue 7 further follow-up repairs
- (WO-3188) Morrisburg Plumbing – flush valve replacement
- (WO-3205) Cimco - Compressor going into alarm

Spencerville Arena:

- (WO-3032) Cimco – Compressor 2 overheating – repairs completed
- (WO-3158) Yearly Fire alarm testing by Secureway – 18 heat sensors updated
- (WO-3178) KrisAlis Glass – repaired broken main lobby window

Town Hall

- (WO-3064) Upper Canada Elevator lift inspection
- (WO-3155) Fall maintenance of boiler system
- (WO-3163) Abell Pest control monthly inspection

Johnstown Hall:

- (WO-3051) Abell Pest control monthly inspection
- (WO-3177) Delivered tables to School for their event
- (WO-3206) TRS Heating – Fall furnace maintenance
- (WO-3209) TRS Heating – replace oven fan in kitchen

Spencerville/Cardinal Library:

- (WO-3156) TRS Heating – Fall furnace maintenance (Cardinal)
- (WO-3179) TRS Heating – Fall furnace maintenance (Spencerville)

Below you will find a list of completed Service Request performed by Recreation/Facilities department during the 4th quarter.

Townhall (TH)

Cardinal Library (CL)

Spencerville Library (SL)

Parks (P)

Spencerville Arena (SP-Rink)

Ingredion Arena (ING)

Johnstown Hall (SC)

- SR 2656 close up washrooms and shut water off at canteen washrooms (P)
- SR 2657 close up portable out houses (P)
- SR 2658 bring picnic tables in and garbage cans (P)
- SR 2660 remove volleyball & tennis nets at various locations(P)
- SR 2662 remove internet tower and clean gutters (SL)
- SR 2664 Fire extinguisher testing (SL)
- SR 2665 Fire extinguisher testing (CL)
- SR 2666 Fire extinguisher testing (TH)
- SR 2667 Fire extinguisher testing (SP-Rink)
- SR 2668 Fire extinguisher testing (SC)
- SR 2673 Clean and till Mega Bed in Cardinal (P)
- SR 2675 Delivery of 30 chair to Library for function (CL)
- SR 2680 Remove Park bench at Water Treatment plant (P)
- SR 2681 Repair damaged toilet in lady's washroom (TH)
- SR 2682 Setup chairs & tables upstairs for meeting (TH)
- SR 2683 Garbage pickup & light bulb replacement (CL)
- SR 2690 Pickup chairs from Library and return to arena (CL)

- SR 2691 Outside light repaired (SL)
- SR 2695 move office furniture from one library to the other (CL)
- SR 2720 Repair lights in Mill stairwell (TH)
- SR 2723 Garbage pickup (SL)
- SR 2726 Repair to swing door at the staff desk (CL)
- SR 2729 Removal of 20 boxes of old books (SL)
- SR 2732 Setup for meeting upstairs (TH)
- SR 2765 Repair emergency light (CL)

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Facilities Manager