

# WO-1844

Parks & Rec

Parks & Recreation Department

Ingredion Centre

Quarterly Lift Inspection

Community

Area

Department

Work/Activity Code

Recreation/Facilities

Classification

Created Date

Inspection/Evaluation

2021-04-19 08:22:48

Priority

Scheduled Start Date

Low

2021-04-15 08:21:00

Status

Scheduled End Date

Completed

2021-04-15 16:21:00

Target Date

Created By

aporter (Abby Porter)

Completion Date

Invoice

2021-04-19 08:23:00

No

Actual Cost

Budget Cost

\$260.00

\$0.00

Variance

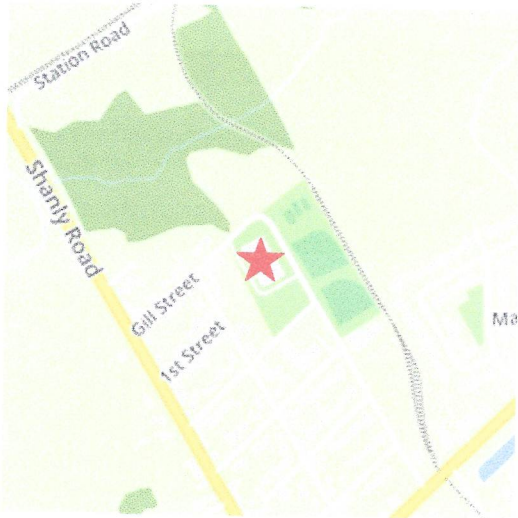
Last Check In

-\$260.00

Last Check Out

Total Hours

Map



Assets

Asset ID	Import ID	Name	Maintenance Class	Location	Description	Current Reading	Last Work Order Reading
741	\$6,607,700.00	Cardinal Arena	None		Buildings	0	<No readings entered>

Notes

Date	Note	Added By
2021-04-19 08:20 AM	Quarterly inspection of the lift completed by Upper Canada Elevators. Invoice and inspection checklist attached.	aporter

Supervisor's Signature

Technician's Signature

Date

**Upper Canada**

1057 Carp Rd

Stittsville, ON, K2S 1B9

Phone: (613) 836-8080 Fax: (613) 836-6187

Email: service@uppercanadaelevators.com

**Service Ticket****Ticket #**

11174

**Customer** Township of  
Edwardsburgh/Cardinal**Work Order #** 11174**Location** Township of  
Edwardsburgh/CardinalTownship of  
Edwardsburgh/Cardinal**Worker** FRANKLIN M

4050 Dishaw Street, Cardinal, ON,

**Caller** Antonia L

Unit	% Hour	State
#64600127		ME-333

**Category** Recurring**Department** PM**Project #** 3342**Call date** 03/30/21 07:13 AM**Scheduled date** 04/15/21 01:43 PM**Total time** 0.68**Enroute time** 01:43 PM**Onsite time** 01:43 PM**Completed time** 02:24 PM**Reason for service**

COMPLETE MAINTENANCE

**Work complete description**

Maintenance is completed.

Mcp already onsite.

Licence posted in elevator expired. --&gt; Toni emailed client about this

**Time used**

Regular time 0.68

Travel time

Double time

Over time

1.7 time

Total time

0.68

**MCP**

Equip	Code	Desc	Freq	Status	Comments
#64600127	Other(g)	Final limit switch	Bi-Monthly	None	
#64600127	Other(f)	Emergency stops	Bi-Monthly	None	
#64600127	Other(e)	Cab lights	Bi-Monthly	None	
#64600127	Other(d)	Travel cable	Bi-Monthly	None	
#64600127	Other(c)	Pit light	Bi-Monthly	None	
#64600127	Other(b)	Saddle bolts	Bi-Monthly	None	

#64600127	Other(a)	Shoring pins or post	Bi-Monthly	None	
#64600127	B3.4.1(c)	Oil level in reservoir	Bi-Monthly	None	
#64600127	B3.4.1(b)	Oil leakage collection	Bi-Monthly	None	
#64600127	B3.4.1(a)	Valve and cylinder packing	Bi-Monthly	None	
#64600127	B3.2	Pit, machine room, top of car	Bi-Monthly	None	
#64600127	B5(k)	Operating Devices	Bi-Monthly	None	
#64600127	B5(j)	Alarm/In use light	Bi-Monthly	None	
#64600127	B5(e)	Leveling tolerances	Bi-Monthly	None	
#64600127	B5(d)	Emergency manual moving of car	Bi-Monthly	None	
#64600127	B5(b)	Emergency backup battery	Bi-Monthly	None	
#64600127	B4.7	Carriage Emergency Lighting	Bi-Monthly	None	
#64600127	B4.5(d)	Self-closing device	Bi-Monthly	None	
#64600127	B4.5(c)	Vision panels	Bi-Monthly	None	
#64600127	B4.5(b)	Unlocking devices	Bi-Monthly	None	
#64600127	B4.5(a)	Interlocks and contacts	Bi-Monthly	None	
#64600127	6.6.6	Anti-creep	Bi-Monthly	None	
#64600127	Other(h)	Pit/top of car stop switch	Bi-Monthly	None	

**Signature**

Signed by



# WO-1869

Parks & Rec

Parks & Recreation Department

## Cardinal Arena

Community

Area

Cardinal

Department

Work/Activity Code

Recreation/Facilities

Classification

Created Date

2021-05-04 10:10:49

Priority

Scheduled Start Date

Medium

2021-05-05 09:00:00

Status

Scheduled End Date

Completed

2021-06-04 17:00:00

Target Date

Created By

mspencer (Mike Spencer)

Completion Date

Invoice

2021-06-18 14:46:00

No

Actual Cost

Budget Cost

\$389.00

\$0.00

Variance

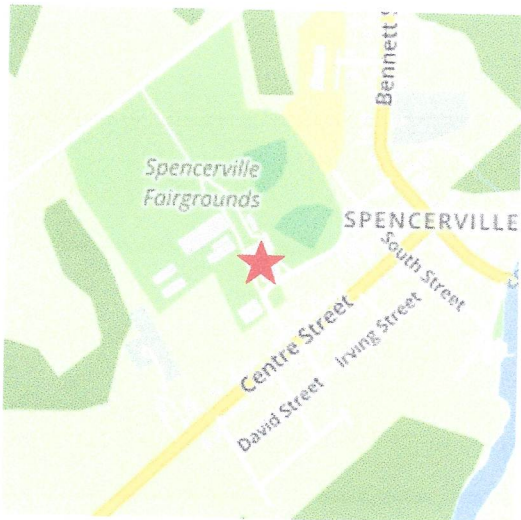
Last Check In

-\$389.00

Last Check Out

Total Hours

Map



Assets

Asset ID	Import ID	Name	Maintenance Class	Location	Description	Current Reading	Last Work Order Reading
741	\$6,607,700.00	Cardinal Arena	None		Buildings	0	<No readings entered>

Notes

Date	Note	Added By
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Date	Note	Added By
2021-05-20 11:31 AM	Electrical work has been completed by Coville Electrical.	m Spencer
2021-05-19 07:58 AM	Coville Electric was in and completed the list, ESA online site was updated to reflect the work completed	m Spencer
2021-05-04 09:27 AM	<p>A staff member met with an inspector and the rink. They did an electrical inspection throughout the building and it had five defects.</p> <ul style="list-style-type: none"> <li>- Broken ground pin on extinction cord- janitors room</li> <li>- Broken goal lights plug boxes at both ends- arena</li> <li>- Baseboard heater is missing cover- back lunch room</li> <li>- Weather head on top of cable is missing- park</li> <li>- Dehumidifier connection not logged</li> </ul>	m Spencer

Supervisor's Signature

Technician's Signature

Date



## Continuous Safety Services Site Visit Report

The following CSS report was created on 2021/05/03. The findings in this report were as a result of an audit of the electrical work done at your facility or a review of the outstanding electrical defects. The first section of the report outlines our current findings while the second section identifies all outstanding electrical defects. \*\* WITHIN 30 DAYS OF RECEIVING THIS REPORT, please notify your inspector of the correction status or the correction plan for all the electrical defects identified.

Customer Information	Site Information
THE TOWNSHIP OF EDWARDSBURGH/CARDIN  18 CENTRE ST SPENCERVILLE, ON Attn: MIKE SPENCER	CARDINAL ARENA  4050 DISHAW RD CARDINAL, ON Attn: JEFF HOPKINS

**Issue Date:** 2021/05/03  
**Purpose of Visit:** Inspection  
**Visit Contact:** Jeff

**Inspector Name:** Roger Fontaine  
**Inspector Cell #:** 613-229-2946  
**Inspector Email:** ROGER.FONTAINE@ELECTRICALSAFETY.ON.CA

### Defects

1	<b>Risk Factor</b> Medium	<b>Notification #:</b> 20555658 <b>Rule Reference:</b> 02-300 Extension cord maintenance <b>Defect Location:</b> Janitor's Room	<b>Issue Date:</b> 2021-05-03 <b>Defect Status:</b> Completed <b>Defect #:</b> 1	<b>Initial if corrected</b>
	Code Rule: OESC 2018 Rule 02-300 - The deteriorated and/or damaged extension cords shall be repaired or replaced. Inspector Comments: Broken ground pin on extension cord. (cut on site)			
2	<b>Risk Factor</b> Medium	<b>Notification #:</b> 20555658 <b>Rule Reference:</b> 02-300 Extension cord maintenance <b>Defect Location:</b> Rink Area	<b>Issue Date:</b> 2021-05-03 <b>Defect Status:</b> Outstanding <b>Defect #:</b> 2	<b>Initial if corrected</b>
	Code Rule: OESC 2018 Rule 02-300 - The deteriorated and/or damaged extension cords shall be repaired or replaced. Inspector Comments: Broken goal lights plug boxes at both ends.			
3	<b>Risk Factor</b> Medium	<b>Notification #:</b> 20555658 <b>Rule Reference:</b> 12-3000 Box/device covers req'd <b>Defect Location:</b> Back Lunch Room	<b>Issue Date:</b> 2021-05-03 <b>Defect Status:</b> Outstanding <b>Defect #:</b> 3	<b>Initial if corrected</b>
	Code Rule: OESC 2018 Rule 12-3000 5) - Cover plates are required on all devices. Inspector Comments: Baseboard heater is missing cover.			
4	<b>Risk Factor</b> Medium	<b>Notification #:</b> 20555658 <b>Rule Reference:</b> 06-114 Suitable cable terminations weath <b>Defect Location:</b> Park	<b>Issue Date:</b> 2021-05-03 <b>Defect Status:</b> Outstanding <b>Defect #:</b> 4	<b>Initial if corrected</b>
	Code Rule: OESC 2018 Rule 06-114 3) - Cable terminations suitable for exposure to weather. Inspector Comments: Weatherhead on top of cable is missing cover.			
5	<b>Risk Factor</b> Low	<b>Notification #:</b> 20555658 <b>Rule Reference:</b> 02-003 Produce record of electrical work <b>Defect Location:</b>	<b>Issue Date:</b> 2021-05-03 <b>Defect Status:</b> Outstanding <b>Defect #:</b> 5	<b>Initial if corrected</b>
	Code Rule: OESC 2018 Rule 02-003 - The owner, owner's agent, or operator shall maintain a record of all electrical installation acceptable to the Electrical Safety Authority in any public building, commercial or industrial establishment, apartment house, or other building in which the public safety may be involved, and shall produce this record to any inspector at any time and from time to time upon request, as specified by the Electrical Safety Authority. Inspector Comments: Dehumidifier connection not logged.			

**Coville Electric**  
 2502 Rocky Rd. RR1  
 Brockville, Ontario K6V 5T1  
 Canada

# INVOICE

Invoice No.: 5212  
 Date: 19/05/2021  
 Ship Date:  
 Page: 1  
 Re: Order No.

**Sold to:**  
 Twp. Edwardsburgh/Cardinal

**Ship to:**  
 Twp. Edwardsburgh/Cardinal

**Business No.:** 87308 5641 RT0001

Item No.	Unit	Quantity	Description	Tax	Unit Price	Amount
			CARDINAL ARENA			
		4	FIX DEFECT #20555658 #4	H	80.00	320.00
		1	ENT CAP PVC	H	24.25	24.25
			H - HST 13%			
			HST			44.75
Coville Electric HST: #87308 5641						
Shipped By: Tracking Number:					Total Amount	389.00
Comment:					Amount Paid	0.00
Sold By:					Amount Owning	389.00



# WO-1889

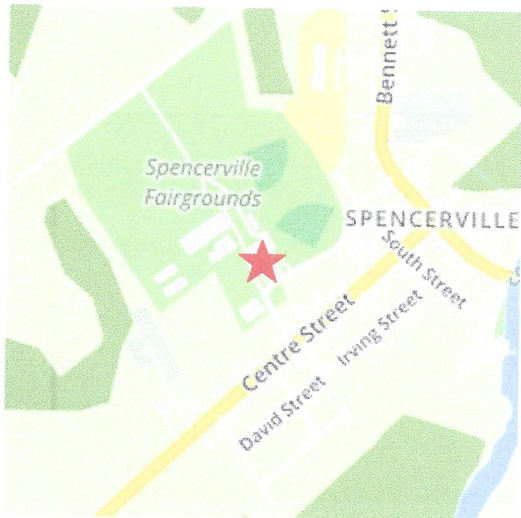
Parks & Rec

Parks & Recreation Department

## Spencerville Arena

Community	Area
Department	Work/Activity Code
Recreation/Facilities	
Classification	Created Date
	2021-05-05 09:43:47
Priority	Scheduled Start Date
Medium	2021-05-04 09:00:00
Status	Scheduled End Date
Completed	2021-06-04 17:00:00
Target Date	Created By
	mspencer (Mike Spencer)
Completion Date	Invoice
2021-06-18 14:53:00	No
Actual Cost	Budget Cost
\$294.00	\$0.00
Variance	Last Check In
-\$294.00	
Last Check Out	Total Hours

### Map



### Notes

Date	Note	Added By
2021-05-21 08:13 AM	Defects were fixed, ESA online report submitted	mspencer
2021-05-20 11:32 AM	Electrical work has been completed by Coville Electric.	mspencer

Date	Note	Added By
2021-05-05 09:34 AM	<p>Staff member met with inspector at the Spencerville Arena and there was 3 electrical defects found.</p> <ul style="list-style-type: none"> <li>- The trees need more trimming- parking lot street light poles</li> <li>- 2 counter receptacles have to be replaced- Canteen</li> <li>- do not store materials in front of the electrical equipment unless a min working space of 1 m.- Main electrical room.</li> </ul>	mspencer

Supervisor's Signature

Technician's Signature

Date

## Continuous Safety Services Site Visit Report

The following CSS report was created on 2021/05/03. The findings in this report were as a result of an audit of the electrical work done at your facility or a review of the outstanding electrical defects. The first section of the report outlines our current findings while the second section identifies all outstanding electrical defects. \*\* WITHIN 30 DAYS OF RECEIVING THIS REPORT, please notify your inspector of the correction status or the correction plan for all the electrical defects identified.

Customer Information	Site Information
THE TOWNSHIP OF EDWARDSBURGH/CARDIN  18 CENTRE ST SPENCERVILLE, ON Attn: MIKE SPENCER	ARENA  22 SLOAN ST SPENCERVILLE, ON Attn: JEFF HOPKINS

**Issue Date:** 2021/05/03  
**Purpose of Visit:** Inspection  
**Visit Contact:** Jeff

**Inspector Name:** Roger Fontaine  
**Inspector Cell #:** 613-229-2946  
**Inspector Email:** ROGER.FONTAINE@ELECTRICALSAFETY.ON.CA

### Defects

1	<b>Risk Factor</b> Medium	<b>Notification #:</b> 20555653 <b>Rule Reference:</b> 75-712 Secondary conductors: trees <b>Defect Location:</b> Parking Lot Street Light Poles	<b>Issue Date:</b> 2021-05-03 <b>Defect Status:</b> Outstanding <b>Defect #:</b> 1	<b>Initial if corrected</b>
	Code Rule: OESC 2018 Rule 75-712 a) - A clearance of 1 m (39") shall be provided and maintained between secondary conductors and trees.  Inspector Comments: Needs more trimming.			
2	<b>Risk Factor</b> Medium	<b>Notification #:</b> 20555653 <b>Rule Reference:</b> 02-300 Replace damaged receptacle <b>Defect Location:</b> Canteen	<b>Issue Date:</b> 2021-05-03 <b>Defect Status:</b> Outstanding <b>Defect #:</b> 2	<b>Initial if corrected</b>
	Code Rule: OESC 2018 Rule 02-300 - Replace damaged, worn out, or broken receptacle(s).  Inspector Comments: Counter receptacles.(2)			
3	<b>Risk Factor</b> Medium	<b>Notification #:</b> 20555653 <b>Rule Reference:</b> 02-314 Do not store material <b>Defect Location:</b> Main Electrical Room	<b>Issue Date:</b> 2021-05-03 <b>Defect Status:</b> Outstanding <b>Defect #:</b> 3	<b>Initial if corrected</b>
	Code Rule: OESC 2018 Rules 02-314 and 02-308 4) - Do not store material in front of the electrical equipment unless a minimum working space of 1 m (39"), with secure footing can be maintained.  Inspector Comments:			

**Thank you for giving us the opportunity to help you improve the safety of your facility. Your attention to the defects identified in this report will ensure continued safety on your premises. Should you have any questions regarding the items listed in this report, please do not hesitate to contact us.**

Can your employees identify electrical hazards in the workplace? Do your electrical workers and maintenance staff understand the requirements of the OESC? ESA encourages supervisors and workers to continually improve their knowledge and follow safe work practices. Visit [www.esasafe.com](http://www.esasafe.com) & choose "Safety and Technical Training" for dates and locations of workshops in your area or contact us at 1-877-854-0079.



**Coville Electric**  
 2502 Rocky Rd. RR1  
 Brockville, Ontario K6V 5T1  
 Canada

# INVOICE

Invoice No.: 5213  
 Date: 19/05/2021  
 Ship Date:  
 Page: 1  
 Re: Order No.

**Sold to:**  
 Twp. Edwardsburgh/Cardinal

**Ship to:**  
 Twp. Edwardsburgh/Cardinal

**Business No.:** 87308 5641 RT0001

Item No.	Unit	Quantity	Description	Tax	Unit Price	Amount
			SPENCERVILLE RINK			
1			PLUG IN KITCHEN MAY 18/21	H	80.00	80.00
2			NEW PLUG KITCHEN MAY 18/21	H	80.00	160.00
1			METAL PLUG COVER	H	2.97	2.97
2			HUBBLE CLASS 2 PLUGS	H	8.65	17.30
			H - HST 13%			
			HST			33.84
Coville Electric HST: #87308 5641						
Shipped By: Tracking Number:					Total Amount	294.11
Comment:					Amount Paid	0.00
Sold By:					Amount Owing	294.11



# WO-1911

Parks & Rec

Parks & Recreation Department

Town Hall

Community

Area

Department

Work/Activity Code

Recreation/Facilities

Classification

Created Date

Preventative Maintenance

2021-05-17 14:18:50

Priority

Scheduled Start Date

Low

2021-05-18 09:00:00

Status

Scheduled End Date

Completed

2021-05-25 17:00:00

Target Date

Created By

mspencer (Mike Spencer)

Completion Date

Invoice

2021-05-19 09:37:00

No

Actual Cost

Budget Cost

\$343.15

\$0.00

Variance

Last Check In

-\$343.15

Last Check Out

Total Hours

Map



Notes

Date

Note

2021-05-17  
02:14 PM

TRS Heating and Cooling is coming to maintenance our air conditioner.

Added By

mspencer

Supervisor's Signature



3520 Coons Rd.  
Brockville, Ont.  
K6T 1A6  
613-342-9733  
www.trs-comfort.com  
trsheating@gmail.com  
GST 868753724RT001

Invoice 19726654  
Invoice Date 2021-05-18  
Completed Date  
Customer PO

**Billing Address**  
Township of Edwardsburgh  
18 Centre Street #PO BOX 129  
Spencerville, ON K0E 1X0 Canada

**Job Address**  
Mike Spencer Township of  
Edwardsburgh  
18 Centre Street  
Spencerville, ON K0E 1X0  
Canada

#### Description of Work

Completed maintenance on two AC units as per checklist. Ensured the filters and drains were clear. Cut away all the overgrown trees and vines that were around the ac units. Removed the condenser fans and straightened the left ones top as it had been struck but ice or something to dent the top of the unit in. Used the hose to rinse all the debris from around and inside each unit, also rinsed the condensing coils clean. Repaired some broken connectors in the right ac units electrical compartment. Tested both acs under a call for cooling. Everything is working fine at this time. Both units are now 20 years old.

Task #	Description	Quantity	Your Price	Your Total
TU-110	Perform a tune-up and cleaning to help ensure reliable and safe operation air source heat pump or air conditioner .	2.00	\$149.00	\$298.00
EHR-240	Repair low voltage or high voltage wiring. Inspect all other wiring and connections for safe operation of the heating and cooling system.	1.00	\$45.15	\$45.15

Sub-Total \$343.15  
Tax \$44.61  
Total Due \$387.76

Balance Due \$387.76

Refer us to a new customer and get a \$20 gas card!

This invoice is agreed and acknowledged. Payment is due upon receipt and work completion. A service fee will be charged for any returned checks, and a financing charge of 2% per month shall be applied for overdue amounts.

2021-05-18

I find and agree that all work performed by TRS Heating & Cooling ClimateCare has been completed in a satisfactory and professional manner. I have been given the opportunity to address concerns and/or discrepancies in the work provided, and I either have no such concerns or have found no discrepancies or they have been addressed to my satisfaction. My signature here signifies my full and final acceptance of all work performed by the contractor.

2021-05-18

Job #19726654

## CC AC Maintenance 22pt (Right AC)

### Customer Name

Township of Edwardsburgh

### Job Type

PTU - Stand Alone

#### 1. Thermostat

Check / level / adjust thermostat

Checked

#### 2. Outside unit

Wash and check condensor coil

Checked

#### 3. Contactor

Check / clean contacts at contactor - record voltage at contactor

Checked

#### 3.1 Contactor Voltage

Voltage reading

238

#### 4. Electrical

Check electrical connections

Checked

#### 5. Capacitor(s)

Check capacitor(s) for oil leaks / test performance

Checked

#### 6. Filter

Check filters - Replacement

Standard Filter - Checked

#### 7. Condensor fan blower

Check circulating air blower for cleanliness

Completed

#### 8. Dampers

Adjust dampers for heating / cooling mode

Not Applicable

---

**9. Drains / traps / condensate pump**

Check and flush condensate drains and traps. Check condensate pump

Complete

---

**10. Lubrication**

Lubricate all moving parts

Not Applicable

---

**11.1 Temperature - Inside**

Record temperatures inside home. Record value in Fahrenheit

70

---

**11.1 Temperature - Outside**

Record temperatures outside home. Record value in Fahrenheit

70

---

**12. Relative Humidity**

Measure and record indoor relative humidity (RH) with a wet bulb reading

-

---

**13.1 Temperature Drop**

Check and record temperature drop in Fahrenheit

19

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**13.1 Temperature Drop - Adjustment**

Was fan speed adjusted?

No adjustment required

---

**14. Refrigerant level**

Check refrigerant level

Complete

---

**15. Refrigerant valves**

Check for refrigerant leaks at service valves

Complete

---

**16. Clean cabinet exterior**

Apply silicone / wax to condenser cabinet

Complete

---

**17. Clean surrounding areas**

Clean around outdoor unit and furnace

Complete

---

**18. Manuals**

Check for manufacturer's installation / operation manuals

Complete

---

**19. Utility cost review**

Compare utility costs and equipment life expectancy with home owner

Complete

---



---

**20. Smoke detectors**

Offer replacement batteries for smoke detector

Not Applicable

---

**21. CO Alarm**

Check for CO alarm / blue flame certification (CSA 6.10-01)

Not Applicable

---

**22. Review / Recommendations**

Review and document results / recommendations with client

Complete

---

**Overall Operation**

Overall condition of equipment



---

**Technicians Comments**

-

# WO-1915

Parks & Rec

Parks & Recreation Department

Townhall

Community

Area

Department

Work/Activity Code

Recreation/Facilities

Classification

Created Date

Inspection/Evaluation

2021-05-19 11:11:48

Priority

Scheduled Start Date

Low

2021-05-14 09:00:00

Status

Scheduled End Date

Completed

2021-05-27 17:00:00

Target Date

Created By

mspencer (Mike Spencer)

Completion Date

Invoice

2021-05-19 11:11:00

No

Actual Cost

Budget Cost

\$260.00

\$0.00

Variance

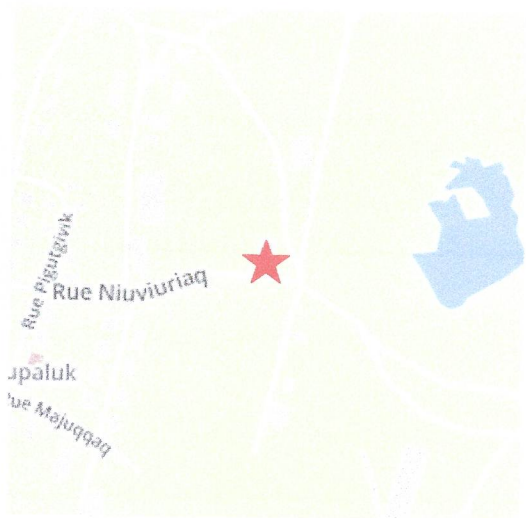
Last Check In

-\$260.00

Last Check Out

Total Hours

Map



Notes

Date

Note

Added By

2021-05-19  
11:07 AM

Maintenance is completed by Upper Canada Elevators

mspencer

Supervisor's Signature

A Division of 1425792 Ontario Inc.

Ottawa, ON K2S 1B9

# Invoice

Date	Invoice #
5/19/2021	20972

Invoice To
Spencerville Municipal Office 18 Centre Street Spencerville, ON K0E 1X0

Ship To
18 Centre Street Spencerville, ON

Terms
Net 15

P.O. No.

Description	Amount
<p>Completed regular quarterly maintenance on the Garaventa CPL vertical lift</p> <p>TSSA # 64716557</p> <p>Completed May 17th, 2021</p> <p><i>This lift equipment is HST exempt. Late payment is subject to a fee of 2% per month.</i></p>	<p>260.00</p>

GST/HST No. 881799910

Phone # 613-836-8080 E-mail [accounting@uppercanadaelevators.com](mailto:accounting@uppercanadaelevators.com)

## Total

\$260.00



**Upper Canada**

1057 Carp Rd

Stittsville, ON, K2S 1B9

Phone: (613) 836-8080 Fax: (613) 836-6187

Email: service@uppercanadaelevators.com

**Service Ticket****Ticket #**

11503

**Customer** Spencerville Municipal Office**Work Order #** 11503**Location** Spencerville Municipal OfficeSpencerville Municipal  
Office**Worker** FRANKLIN M

18 Centre Street, Spencerville, ON,

**Caller** Antonia L**Unit****% Hour****State****Category** Recurring

#64716557

MS-497

**Department** PM**Project #** 3297**Call date** 04/21/21 02:04 PM**Scheduled date** 05/17/21 07:00 AM**Total time** 2.00**Enroute time** 07:00 AM**Onsite time** 08:20 AM**Completed time** 09:00 AM**Reason for service**

COMPLETE MAINTENANCE

**Work complete description**

Maintenance is completed.  
Contacts cleaned.  
Sideways top door contact on first floor fixed.  
Mcp onsite.

**Time used****Regular time** 0.67**Travel time** 1.33**Double time****Over time**

1.7 time

**Total time** 2.00**MCP**

Equip	Code	Desc	Freq	Status	Comments
#64716557	B5(k)	Operating Devices	Bi-Monthly	None	
#64716557	B5(j)	Alarm/In use light	Bi-Monthly	None	
#64716557	B5(e)	Leveling tolerances	Bi-Monthly	None	
#64716557	B5(d)	Emergency manual moving of car	Bi-Monthly	None	
#64716557	B5(c)	Power door operators	Bi-Monthly	None	
#64716557	B5(b)	Emergency backup battery	Bi-Monthly	None	

#64716557	B4.7	Carriage Emergency Lighting	Bi-Monthly	None	
#64716557	B4.5(e)	Opening force test	Bi-Monthly	None	
#64716557	B4.5(d)	Self-closing device	Bi-Monthly	None	
#64716557	B4.5(c)	Vision panels	Bi-Monthly	None	
#64716557	B4.5(b)	Unlocking devices	Bi-Monthly	None	
#64716557	B4.5(a)	Interlocks and contacts	Bi-Monthly	None	
#64716557	5.2.3.1	Lock runby	Bi-Monthly	None	
#64716557	6.6.6	Anti-creep	Bi-Monthly	None	
#64716557	Other(h)	Pit/top of car stop switch	Bi-Monthly	None	
#64716557	Other(g)	Final limit switch	Bi-Monthly	None	
#64716557	Other(f)	Emergency stops	Bi-Monthly	None	
#64716557	Other(e)	Cab lights	Bi-Monthly	None	
#64716557	Other(d)	Travel cable	Bi-Monthly	None	
#64716557	Other(c)	Pit light	Bi-Monthly	None	
#64716557	Other(b)	Saddle bolts	Bi-Monthly	None	
#64716557	Other(a)	Shoring pins or post	Bi-Monthly	None	
#64716557	B3.4.1(c)	Oil level in reservoir	Bi-Monthly	None	
#64716557	B3.4.1(b)	Oil leakage collection	Bi-Monthly	None	
#64716557	B3.4.1(a)	Valve and cylinder packing	Bi-Monthly	None	
#64716557	B3.2	Pit, machine room, top of car	Bi-Monthly	None	
#64716557	B2.5	Wiring Diagrams on Site	Bi-Monthly	None	

**Signature**

Signed by

# WO-1907

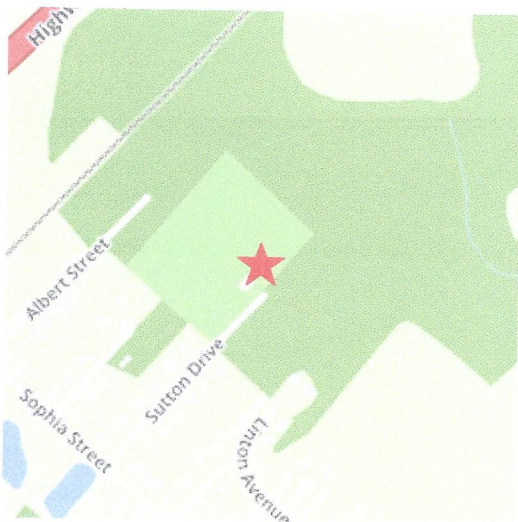
Parks & Rec

Parks & Recreation Department

## Cardinal Pool

Community	Area
Department	Work/Activity Code
Recreation/Facilities	
Classification	Created Date
	2021-05-14 13:07:28
Priority	Scheduled Start Date
Low	2021-05-14 09:00:00
Status	Scheduled End Date
Completed	2021-06-04 17:00:00
Target Date	Created By
	m Spencer (Mike Spencer)
Completion Date	Invoice
2021-06-18 14:55:00	No
Actual Cost	Budget Cost
\$210.00	\$0.00
Variance	Last Check In
-\$210.00	
Last Check Out	Total Hours

### Map



### Notes

Date	Note	Added By
2021-06-18 02:54 PM	Coville Electric was in to install the pool pump, proper order was submitted to the ESA and it was also logged on the ESA website	m Spencer



# WO-1870

Parks & Rec

Parks & Recreation Department

## Spencerville Library

Community	Area
Department	Work/Activity Code
Recreation/Facilities	
Classification	Created Date
Repair	2021-05-04 10:36:38
Priority	Status
Low	Completed
Target Date	Created By
	mspencer (Mike Spencer)
Completion Date	Invoice
2021-05-18 13:43:00	No
Actual Cost	Budget Cost
\$0.00	\$0.00
Variance	Last Check In
\$0.00	
Last Check Out	Total Hours

Map



### Assets

Asset ID	Import ID	Name	Maintenance Class	Location	Description	Current Reading	Last Work Order Reading
765	84	Spencerville Library	None		Buildings	0	<No readings entered>

### Notes

Date	Note	Added By
2021-05-04 10:19 AM	Staff member met with inspector and there were no defects with the audit of the electrical work recorded logbook.	mspencer

## Continuous Safety Services Site Visit Report

The following CSS report was created on 2021/05/03. The findings in this report were as a result of an audit of the electrical work done at your facility or a review of the outstanding electrical defects. The first section of the report outlines our current findings while the second section identifies all outstanding electrical defects. \*\* WITHIN 30 DAYS OF RECEIVING THIS REPORT, please notify your inspector of the correction status or the correction plan for all the electrical defects identified.

Customer Information	Site Information
THE TOWNSHIP OF EDWARDSBURGH/CARDIN  18 CENTRE ST SPENCERVILLE, ON Attn: MIKE SPENCER	LIBRARY  4 HENDERSON ST SPENCERVILLE, ON Attn: JEFF HOPKINS

**Issue Date:** 2021/05/03  
**Purpose of Visit:** Inspection  
**Visit Contact:** Jeff

**Inspector Name:** Roger Fontaine  
**Inspector Cell #:** 613-229-2946  
**Inspector Email:** ROGER.FONTAINE@ELECTRICALSAFETY.ON.CA

### Recommendations

1	<b>Risk Factor</b>	<b>Notification #:</b> 20555647	<b>Issue Date:</b> 2021-05-03	<b>Defect Status:</b> Completed	<b>Initial if corrected</b>
	N/A	<b>Rule Reference:</b> 02-003&02-006 Logbook Review			
		<b>Defect Location:</b>		<b>Defect #:</b> 1	
		Code Rule: An audit of the electrical work recorded in the logbook was conducted and there were no defects identified.			
Inspector Comments:					

**Thank you for giving us the opportunity to help you improve the safety of your facility. Your attention to the defects identified in this report will ensure continued safety on your premises. Should you have any questions regarding the items listed in this report, please do not hesitate to contact us.**

Can your employees identify electrical hazards in the workplace? Do your electrical workers and maintenance staff understand the requirements of the OESC? ESA encourages supervisors and workers to continually improve their knowledge and follow safe work practices. Visit [www.esasafe.com](http://www.esasafe.com) & choose "Safety and Technical Training" for dates and locations of workshops in your area or contact us at 1-877-854-0079.



# WO-1804

Parks & Rec

Parks & Recreation Department

Johnstown Community Centre

Alarm System Upgrade

Community	Area
Department	Work/Activity Code
Recreation/Facilities	
Classification	Created Date
Betterment	2021-04-05 09:00:07
Priority	Scheduled Start Date
Low	2021-04-01 08:57:00
Status	Scheduled End Date
Completed	2021-04-19 08:58:00
Target Date	Created By
	m Spencer (Mike Spencer)
Completion Date	Invoice
2021-06-18 14:38:00	No
Actual Cost	Budget Cost
\$1,249.00	\$0.00
Variance	Last Check In
-\$1,249.00	
Last Check Out	Total Hours

## Notes

Date	Note	Added By
2021-04-14 07:33 AM	work was completed, new panel setup which gives me the ability to set and unset the alarm remotely now which will help with our ongoing rentals at the hall.	m Spencer
2021-04-05 08:56 AM	Falcon Security was contacted about upgrading the alarm system used at the Johnstown Community Centre. Quote is attached.	m Spencer

Supervisor's Signature

Technician's Signature

Date



# WO-1824

Parks & Rec

Parks & Recreation Department

Johnstown Community Centre

Abell Pest Control Inspection

Community	Area
Department	Work/Activity Code
Recreation/Facilities	
Classification	Created Date
Inspection/Evaluation	2021-04-13 14:10:32
Priority	Scheduled Start Date
Low	2021-04-13 08:09:00
Status	Scheduled End Date
Completed	2021-04-13 14:09:00
Target Date	Created By
	aporter (Abby Porter)
Completion Date	Invoice
2021-04-13 14:12:00	No
Actual Cost	Budget Cost
\$0.00	\$0.00
Variance	Last Check In
\$0.00	
Last Check Out	Total Hours

## Notes

Date	Note	Added By
2021-04-13 02:08 PM	Abell Pest Control in to complete their inspection of the Johnstown Community Centre. No issues to report.	aporter

Supervisor's Signature

Technician's Signature

Date



ABELL PEST CONTROL INC  
190 COLONNADE RD UNIT 20  
NEPEAN, ON  
K2E 7J5 613 723-8114

ACCOUNT NO.	SERVICE DATE	TICKET NO.
0215-160830-01 000	13-Apr-2021	A3356919
PO NUMBER		

**SERVICE ADDRESS**

JOHNSTOWN COMM CENTRE  
24 SUTTON AVE  
JOHNSTOWN, ON  
K0E 1T1 613 349-9491

**BILLING ADDRESS**

TWP OF EDWARDSBURG CARDINAL  
PO BOX 129  
SPENCERVILLE, ON  
K0E 1X0 613 349-9491

LIC L-240-7034656781

**Services Performed: Pest Control Contract****Pest(s) included:**

Centipedes, Cockroaches, Earwigs, Mice, Millipedes, Non-Wood Boring Ants, Rats, Silverfish (EXCLUDE Fire Ants, Pharaoh Ants)

**General Comments**

- Misc: service completed with supervisor Adrian Tyman
- Inspected all areas of concern.
- Inspected and serviced all mechanical rodent control devices.
- Serviced exterior rodent bait stations.

**Pesticide Application**

Location: exterior

PESTICIDE: (022239) CONTRAC BLOX  
QTY USED: 4.00 x 28.00 Grams = 112.00 Grams  
PEST: House Mouse  
APPLICATION METHOD: TAMPER RESISTANT STATION  
PRODUCTION STATUS: EXTERIOR AREA  
COMMENT: exterior

**Structural**

- Created Feb 09, 2021. Door seal needed to prevent pest entry.: West double man door has gap along base.

*Structural concern previously identified has been addressed.*

Protect your workplace  
from spread of COVID-19  
with Abell



Disinfection Services  
Hand Sanitizer Dispensers



spoke with kevin

CUSTOMER

13-Apr-2021

SERVICE DATE

Sauve, Steph

SERVICED BY

3920

No.

SERVICE CHARGE

CHG

G.S.T.H.S.T

P.S.T.

TOTAL