Canadian Certified Rental Building™ Program Audit (ON - v1) – March. 2024

PAGE: Building Property Audit

Section: Address Signage

1 Exterior Address Signage (OP – 8.2 & SOC-1.1)- Exterior building signage is readable, accurate, clean and maintained
- Meets standard
- Important: Signage - damaged
- Important: Signage - defaced/graffiti
- Important: Signage lighting - broken/damaged
- Needs Improvement: Signage - not evident on the building
- Needs Improvement: Signage - not evident at the street

Section: Exterior Grounds, Walkways & Waste Area

2. Exterior Grounds and Walkways (OP – 8.2 & SOC 1.1) - Grounds, walkways, exterior steps/stairs, retaining walls and landscaping are litter and debris-free and are maintained in a clean, non-deteriorated fashion:
- Meets standard
- Critical: Walkways and exterior grounds - potential trip hazard *Mark as Failed
- Important: Walkways - cracked, heaved, or chipped pavement
- Important: Walkways - snow/ice were present (after 24 hrs. following a snow)
- Important: Exterior concrete stairs - cracked/crumbling and appeared deteriorated
- Important: Storage shed - damaged
- Important: Retaining wall(s) - cracked, crumbling, bulging, leaning and/or contained rotted wood/deteriorating materials
- Needs improvement: Retaining wall(s) - dirty, stained, showed signs of efflorescence or deteriorated paint finish
- Needs Improvement: Walkway and stair railings - rusted, and/or contained chipped, cracked, and flaked paint
- Needs Improvement: Outdoor light posts/fixtures - broken and/or missing fixture covers
- Needs Improvement: Landscaping - not maintained (dead grass, areas where ground cover was missing, overgrown/dead bushes & trees, garden beds contained weeds)
- Needs Improvement: Litter and garbage were present

3. Outdoor Waste Storage/Disposal Area (ENV -7.5 and SOC-1.1) – The outdoor waste/recycling disposal area appears to be clean, odour, damage, pest and litter-free and maintained in a manner that promotes recycling and reduced waste contamination

- Meets standard
- Important: Bins - rusted, broken, contained holes and/or were dirty and stained
- Important: Bins - defaced/contained graffiti
- Important: Litter - on the ground
- Important: Garbage - left outside of bins
- Important: Bins - not located behind screening/ enclosure (Toronto)
- Important: Bin screening - not maintained (fencing was broken, not plumb)
- Important: Recycling and/or organics bins not evident
- Needs Improvement: Bins - not kept closed
- Needs improvement: Bins - overfilled
- Needs Improvement: Bins - no labels identifying the type of waste
- Needs Improvement: Bins – no signage identifying "what goes where"
- Needs Improvement: Bin labels - damaged
- Needs Improvement: Bulk/oversized items - no area was identified
- Needs Improvement: Hazardous waste items - no area was identified
- Not applicable: Bins only brought out just before pick-up and then returned inside

Section: Driveway & Outdoor Parking Area

4. Driveway Surface Condition (OP – 8.1 & SOC – 1.1)- Surface of the driveway area is maintained free of ruts, holes, cracking, debris, ponding water and litter:
- Meets standard
- Critical: Driveway surface - potential trip hazard ****Mark as failed**
- Important: Driveway surface - contained holes and/or small ruts
- Important: Driveway - ponding water was visible
- Needs Improvement: Driveway - cracking of the surface asphalt/concrete
- Needs Improvement: Driveway surface - contained excessive dirt/ dust/ staining
- Needs Improvement: Litter and garbage were present
- Needs Improvement: Litter and garbage were present
- Not applicable: No driveway

5. Driveway Curb Condition (OP – 8.1 & SOC – 1.1) - Curbs or other physical barriers that separate paved driveway areas from landscaping are present and maintained
- Meets standard
- Critical: Driveway Curbs - potential trip hazard ****Mark as failed**
- Important: Driveway Curbs - broken, cracked, corroded and/or missing pieces of concrete
- Important: Driveway Curbs - curb stops were misaligned
- Important: Driveway Curbs - no curbs/barriers separated driveway from landscaping
- Needs Improvement: Driveway curbs - fading/chipped or missing paint
- Not applicable: No driveway

6. Outdoor Parking Area Surface Condition (OP – 8.1 & SOC 1.1)- Surface of the outdoor parking area is maintained free of ruts, holes, cracking, debris, ponding water and litter:
- Meets standard
- Critical: Outdoor parking surface - potential trip hazard **Mark as failed
- Important: Outdoor parking surface - contained holes and/or small ruts
- Important: Outdoor parking area- ponding water was visible
- Needs Improvement: Outdoor parking surface - cracking of the surface asphalt/concrete
- Needs Improvement: Outdoor parking surface - contained excessive dirt/ dust/ staining
- Needs Improvement: Litter and garbage were present
- Not applicable: No driveway

7. Outdoor Parking Area Curb Condition (OP – 8.1 & SOC 1.1) - Curbs or other physical barriers that separate paved areas from landscaping are present and maintained
- Meets standard
- Critical: Outdoor parking curbs - potential trip hazard **Mark as Failed
- Critical: Rebar and/or bolts in curb stops are exposed or not well seated - potential for injury **Mark as Failed
- Important: Outdoor parking curbs - broken, cracked, corroded and/or missing pieces of concrete
- Important: Outdoor parking curbs - curb stops were misaligned
- Important: Outdoor parking curbs - no curbs/barriers separated parking area from landscaping
- Needs Improvement: Outdoor parking curbs - fading/chipped or missing paint
- Not applicable: No Outdoor parking

8. Painted Lines (OP – 8.1 & SOC 1.1) - Outdoor parking areas and parking spots are clearly marked and defined
- Meets standard
- Important: Parking lines - not visible
- Needs Improvement: Parking lines/markings - faded or contained flaked missing paint
- Needs Improvement: Parking lines - multiple layers were present
- Not applicable: No Outdoor parking

Section: Building Exterior

9. Facade (SOC 1.1) - The brick/concrete façade and/or exterior cladding is clean, and maintained without visible damage, deteriorated painted surfaces, spalling, efflorescence, dirt, staining and mildew
- Meets standard
- Critical: Facade - visible signs of damage, including exposed rebar, loose or unsecured items, etc. **Mark as failed
- Important: Facade - flaked and missing surface exposing the underlying brick/concrete
- Important: Facade - dirt, staining, efflorescence, mildew or deteriorated painted surfaces
- Needs Improvement: Façade around windows or in isolated areas - dirty and stained
- Needs Improvement: Exterior cable box/utility fixtures - open or appeared damaged

10. Does this building have balconies? If yes then…

10a Balcony Slab (OP – 6.2 & SOC 1.1) - Balcony slabs are clean and maintained without visible damage, deteriorated painted surfaces, spalling, efflorescence, dirt, staining and mildew:
- Meets standard
- Critical: Balcony slab - appeared broken, cracked, missing pieces, crumbling **Mark as failed
- Critical: Balcony slab – visible signs of exposed rebar **Mark as failed
- Important: Balcony slab - potential concrete deterioration including visible signs of cracking, flaking
- Needs Improvement: Balcony slab - dirt, staining and/or mildew
- Needs Improvement: Balcony slab - painted surface was peeling/flaking

10b Balcony Fronts and Railings (OP – 6.2 & SOC 1.1) - Balcony fronts and railings are clean and maintained with no readily apparent damage or deterioration
- Meets standard
- Critical: Balcony fronts and railings - missing/damaged (readily apparent/ visible from ground) **Mark as failed
- Important: Balcony Fronts and railings - signs of rust or other deterioration
- Needs Improvement: Balcony fronts - dirty, stained and/or mildewed
- Needs Improvement: Balcony fronts - signs of peeling and flaking paint

10c Balcony Storage (OP – 6.2 & SOC 1.1)- No readily apparent over-storage on balconies and/or Items overhanging balcony railings
- Meets standard
- Critical: Balcony railing - item(s) overhanging (Bicycle, flower planter, rugs, flags, satellite dish, etc.) **Mark as failed
- Critical: Balcony - over-storage of items **Mark as failed
- Critical: Balcony - unsafe storage of items **Mark as failed
- Important: Balcony - enclosure was present

11. Window Condition (SOC 1.1)- Windows are kept in a clean and maintained condition
- Meets standard
- Critical: Windows – cracked/broken glass was visible **Mark as Failed
- Critical: Windows - missing glass was visible **Mark as Failed
- Important: Window casings are in a deteriorated condition
- Needs Improvement: Windows - very dirty

12. Window Safety (SOC 1.1)- Window screens and window guards/limiters are installed and appear to be in use
- Meets standard
- Critical: Windows not opening onto a balcony - appeared to open more than permitted by standards (100mm/4 in) **Mark as failed
- Critical: Windows – screens not visible **Mark as failed
- Important: Window screens - appeared ripped, torn, had holes or other signs of deterioration
- Not applicable: Windows do not open

13. Window A/C Units (OP-12.4 & SOC 1.1)– Where installed, external air conditioners open only onto balconies:
- Meets Standard
- Critical: External window air conditioner - Visible in windows that did not open onto a balcony. **Mark as failed
- Not applicable: External window air conditioners - not visible
- Not applicable: Building windows do not open
- Not applicable: Central air conditioning

Section: Building Entrance

14 No-Smoking Regulations (ENV-8.3) – At minimum, both no smoking/no vaping signage are used to communicate Provincial and local smoking regulations:
- Meets standard
- Important: Entrances and exits to the building -"No smoking/No vaping" or dual signage not posted
- Important: Entrances and exits to the building -"No vaping" signs not posted

15. Door & Locking Security (OP-18.3) - The main entry doors to the building and to the lobby are clean, fitted to the opening, maintained, have an operational locking mechanism and are kept closed:
- Meets standard
- Critical: Entry door - broken or missing lock/hardware/closure mechanism **Mark as failed
- Important: Entry door - propped open or unlocked
- Important: Entry door - damaged (cracked or missing glass, bent frame, door handle broken, etc.)
- Needs Improvement: Entry door - not weather tight

16. Entranceway Ceiling, Walls and Floors (SOC 1.1) – Entrances to the building are well lit, clean, debris and litter-free, stain-free and maintained in a non-damaged, non- deteriorated condition including without holes, gouges, cracks, ruts, peeled or stained finishes and surfaces:
- Meets standard
- Important: Entranceway ceiling/walls - missing, peeling, bubbling, flaking paint
- Important: Entranceway walls and doors – defaced/graffiti
- Important: Entranceway walls - gouges, holes, chipping in plaster, drywall or wall coverings
- Important: Entranceway floor surface – cracked and/or chipped
- Important: Entranceway baseboards – missing and/or broken
- Needs Improvement: Entranceway lighting - broken fixture and/or missing/ burnt out bulbs
- Needs Improvement: Entranceway floors - dirty and/or stained
- Needs Improvement: Entranceway radiators/baseboard heaters - covers were dirty, stained or damaged
- Needs Improvement: Entranceway litter and garbage were present

17. Intercom (OP-18.2) - A resident entry/intercom system is clean and operational and does not identify residents by suite number unless explicitly authorized by the resident
- Meets standard
- Critical: Intercom - residents identified by suite number **Mark as failed
- Critical: Intercom - did not appear to be working **Mark as failed
- Critical: No notice in resident file authorizing use of name and unit number together on intercom**Mark as failed
- Important: Intercom – damaged including missing phone and/or button(s)
- Important: Intercom - defaced/graffiti

Section: Fire Safety Plan/Lock Box

18. Fire Safety Plan/Lock Box (OP-1.3)– A locked Fire Safety Plan/Lock Box is located at the building entrance:
- Meets standard
- Critical: Fire Safety Plan/Lock Box – not evident at building entrance **Mark as failed
- Important: Fire Safety Plan/Lock Box – open and/or damaged
- Important: Fire Safety Plan/Lock Box – defaced/graffiti
- Not Applicable: Fire Safety Plan/Lock Box – not required at this size building
- Not applicable: Not required by Municipal Fire Regulation

19. Fire Safety Plan/Lock Box Contents (OP-1.3) – The Fire Safety Plan/Lock Box contains a copy of the Fire Safety Plan, an updated Emergency Assistance/Vital Services Disruption List, building entrance key or FOB, elevator recall key, service room keys & extra padlock:
- Meets standard
- Critical: Fire Safety Plan/Lock Box – no fire safety plan **Mark as failed
- Critical: Fire Safety Plan/Lock Box – no updated emergency assistance/vital services disruption list **Mark as failed
- Critical: Fire Safety Plan/Lock Box – no entry key or FOB **Mark as failed
- Critical: Fire Safety Plan/Lock Box – no elevator recall key **Mark as failed
- Critical: Fire Safety Plan/Lock Box – no service room key **Mark as failed
- Critical: Fire Safety Plan/Lock Box – no extra padlock **Mark as failed
- Not applicable: No fire safety plan box required

20. Fire Safety Plan Up to Date (OP-1.1 and OP1.2)– The date/signature identified on the Fire Safety Plan indicates the plan has been reviewed at minimum within the previous 12 months and by whom:
- Meets standard
- Critical: Fire Safety Plan – no date or other evidence that the plan had been reviewed within the previous 12 months **Mark as failed
- Critical: Fire Safety Plan being updated – Pending Approval **Mark as failed
- Critical: No approved fire safety plan **Mark as failed

21. Fire Safety Plan HR Audit Information (OP-1.2)– The Human Resources page of the Fire Safety Plan has up-to-date information and identifies it has been reviewed within the previous 12 months and by whom:

- Meets standard
- Critical: Human resources page –current staff information not updated **Mark as failed
- Critical: Human Resources page not dated/not able to verify information has been reviewed and is up to date **Mark as failed
- Critical: Fire Safety Plan being updated – Pending Approval **Mark as failed

22. Emergency Assistance/Vital Services Disruption List (OP-1.7 & OP-2.3) – An updated list (monthly) of individuals, who require assistance in a fire/emergency/vital service disruption that includes the name, unit number, telephone number and potential assistance need of individuals, as well as the date the information was last updated, is maintained:
- Meets standard
- Critical: Emergency Assistance/Vital Services Disruption List – no evidence updated monthly **Mark as failed
- Critical: Emergency Assistance/Vital Services Disruption List – not evident in the box or available**Mark as failed
- Critical: Emergency Assistance/Vital Services Disruption List – did not contain all required information **Mark as failed
- Not applicable: Emergency Assistance/Vital Services Disruption List -not in Fire plan box but in office/ fire panel room at the request of Fire Marshal

Section: Lobby

23. Does this building have a lobby? If the answer is yes…

23a. Lobby Overall (SOC-1.1) - The lobby is clean, litter and pest free and has a clear means of egress
- Meets standard
- Critical: Lobby - obstructed passageways **Mark as failed
- Important: Lobby – pests were evident
- Important: Lobby doors to hallway – propped open
- Important: Lobby door/door frames – scuffed and/or not well-fitted
- Needs Improvement: Lobby - litter and garbage were present

23b. Lobby Ceilings, Walls, Floors, Stairs and/or Railings (SOC-1.1) - Finishes are clean, stain-free and maintained in a non-damaged, non-deteriorated condition including without holes, gouges, cracks, ruts, peeled or stained finishes and surfaces:
- Meets standard
- Critical: Lobby ceiling - holes/open ceiling penetrations were not repaired/fire sealed (where required) or missing ceiling tiles were not replaced **Mark as failed
- Critical: Lobby walls - receptacle cover plates were missing or broken **Mark as failed
- Critical: Lobby floor - potential trip hazard **Mark as failed
- Critical: Lobby stair railings - loose or damaged **Mark as failed
- Important: Lobby walls – defaced/graffiti
- Important: Lobby walls - drywall, plaster and/or wall covering contained gouges, holes
- Important: Lobby walls - paint finish was peeling, bubbling, flaking
- Important: Lobby floors - floor/stair finish was lifting/broken/uneven
- Important: Lobby floors - tile/hard surface flooring was cracked, chipped and/or carpets

were torn, contained holes, were lifting, etc.
- Important: Lobby baseboards - missing or broken
- Needs Improvement: Lobby ceiling - ceiling tiles were dirty, stained and/or damaged
- Needs Improvement: Lobby walls - ventilation grills and/or surrounding walls were dirty and/or damaged
- Needs Improvement: Lobby walls - dirty, stained and/or scuffed
- Needs Improvement: Lobby floors - tile/hard surface flooring and/or carpeting were dirty and stained

23c. Lobby Lighting (ENV-4.1, 4.2 and 4.9) - Lobby light fixtures are clean and maintained and lighting levels meet Provincial Building Code/CRB Standards:
- Meets standard
- Critical: Lobby emergency exit signs - not lit or only partially lit **Mark as failed
- Important: Lobby light fixtures - protective covers and/or lens covers were missing or broken
- Important: Lobby lighting level - may not meet code/standard requirements (50 lux)
- Needs Improvement: Lobby light fixtures - bulbs/lamps missing or burnt out
- Needs Improvement: Lobby light fixtures - dusty. dirty and/or contained dead insects
- Needs Improvement: Lobby light fixtures - incandescent bulbs were being used

23d. Lobby Furnishings (SOC-1.1, 2.9 &2.10) - Lobby furnishing, artwork and decorations are maintained in a clean, non-deteriorated fashion.
- Meets standard
- Important: Lobby furnishings - torn or damaged
- Needs Improvement: Lobby furnishings, artwork and decorations - dirty and stained
- Not applicable: No furnishings

Section: Emergency Contact Sign

24. Emergency Contact Sign (RM-1.2) - An emergency contact sign that identifies who to contact in case of an emergency - 24 hours a day - is prominently posted at the building entrance, in the lobby or other central area of the building:
- Meets standard
- Critical: Emergency contact sign – No sign posted **Mark as failed
- Critical: Emergency contact sign - in a prominent location at building entrance, in lobby or other central location **Mark as failed
- Important: Emergency contact sign does not identify contact availability 24/7
- Important: Emergency contact sign - defaced/graffiti
- Important: Emergency contact sign - not all required information posted
- Important: Emergency Contact Sign - not posted on required Resident Noticeboard (Toronto requirement)

25. Emergency Contact Sign Size (RM-1.5) - Emergency Contact Sign lettering is a minimum of 12.7mm (.5 inch) height (Toronto) or in a size of lettering that facilitates ease of viewing at a distance:
- Meets standard

- Important: Size of lettering - did not appear to meet font size requirement NOTE: Font size 12.7mm (.5 inch or approximately 36-point font)
- Important: Size of lettering on sign did not facilitate ease of viewing at a distance
- Not Applicable: No sign present

Section: Resident Notification Board

26. Resident Notification Board (RM – 10.2)- Resident Notification Board (or a sign identifying where the Notification Board is located) is posted in the lobby or other central location of the building:
- Yes-Meets standard
- No - Does not meet standard – No resident noticeboard posted
- No - No physical noticeboard - Information only available online

26a. Where is the noticeboard located? (In entranceway, in lobby, in mail room, in laundry room, outside site office, etc.) _____

26b. Cleaning Schedule (OP-7.2, OP-8.1, & RM-10.2) - A cleaning schedule is posted that at minimum identifies the various indoor and outdoor common areas of the building and the frequency in which they are inspected and cleaned both on a regular basis and in an emergency. This schedule includes at least twice daily cleaning and disinfecting of high touch point surfaces in common areas, as required:
- Meets standard
- Important: Cleaning schedule was not posted on the resident noticeboard
- Needs Improvement: Posted cleaning schedule did not contain all required information
- Needs Improvement: Cleaning schedule only available online
- Needs improvement: Cleaning schedule only available to staff
- Needs improvement: Not applicable no resident noticeboard

26c. Major Capital Projects (FRM - 3.1) - Information on major capital projects underway or upcoming including the name of the project, how long it will take, and which units are affected is posted in a prominent location, at minimum on the Resident Noticeboard:
- Meets Standard
- Important: Required capital or major repair information was not prominently posted
- Important: Required capital or major repair information was not available at the building
- Not verifiable: No major capital projects were underway/ planned, therefore no document was available and posted

26d. Pest Preventative and Control Activities (RM-7.4) - Information on preventative and other pest control activities taking place at the building are posted on the resident noticeboard including the name of the licensed pest control operator:
- Meets standard
- Important: Information on pest treatment activities was not posted on the resident noticeboard

- Important: Information on preventative pest control measures being undertaken at the building were not posted on the resident noticeboard
- Needs Improvement: Only information on Name of Licensed Pest Control operator was posted

26e. City Order or Notice of Violation (RM-10.2) - A summary/condensed version of notices, City issued work orders and appeals to orders regarding property standards, graffiti, waste or orders issued by Fire Services are posted and are also available for resident review in the building office. (In Toronto - must be posted on resident noticeboard):
- Meets standard
- Important: Notices and/or city orders were not appropriately posted at the building
- Important: Notices and/or city orders were not available for viewing by residents at the building
- Not verifiable: No active notices and/or city orders applied to this building, therefore there was no posting requirement

26f. Service Interruptions (RM-10.1) - Information about planned or unplanned interruptions (i.e. elevator(s), security or utilities - heat, water, gas or electricity) is posted in a prominent location at the building, at minimum on a resident noticeboard and/or provided directly to residents:
- Meets standard
- Important: No notice template for service interruptions or previous notices that had been posted were available at the building

26g. Waste-Related Communications for Residents (RM-10.2 and ENV-7.4) - Information on the importance of waste reduction, tips on how to reduce, reuse and recycle, as well as information on garbage, recycling and organics, such as accepted items and location of collection bins are posted at minimum on the resident noticeboard and in the garbage disposal areas:
- Meets standard
- Important: No waste-related information is included on the resident noticeboard
- Important: No information on the location of different types of collection bins is available on the resident noticeboard
- Important: No waste reduction tips and/or information on the appropriate disposal of different types of waste is posted on the resident notice board.

26h. Is this building located in Toronto? if yes…

26h1. Building Evaluation Result (RM-10.2): A copy of the most recent building evaluation result received from the City of Toronto along with a copy of the RentSafeTO Apartment Building Standards Program brochure is posted on the tenant notification board:
- Meets standard
- Important: Latest building evaluation result not posted on resident notification board
- Important: A copy of the RentSafeTO Apartment Building Standards Program brochure was not posted on the resident notification board

26h2. Cool Location (RM-10.2) The resident noticeboard displays information on the closest air-

conditioned place in the building accessible to residents (if one is available), details about places on the property that offer relief from uncomfortably warm indoor temperatures, such as shaded areas, as well as displays the name and address of the closest public cooling space (Summer Heat Safety Notice):

- Meets standard
- Important: Cooling information was not posted on the resident noticeboard
- Needs Improvement: Details about places on the property that offer relief from uncomfortably warm indoor temperatures, such as shaded areas were not posted
- Not verifiable: Informed that cooling information is posted only during summer months and due to timing of the audit, the form was not posted

26h3. Pest Management Plan and Treatment (RM-7.4 and RM-10.2) - Information on your pest management plan including: documentation of pest control services schedule; service standards and product; and information related to pest control activity is posted on the resident noticeboard.:

- Meets standard
- Important: Information on pest treatment activities was not posted on the resident noticeboard
- Important: Pest management plan was not posted on the resident noticeboard

26h4. Scheduled City Audit (RM-10.2) - Notice is posted on the resident noticeboard of any scheduled city audit:

- Meets standard
- Important: Notice of a scheduled city audit was not posted on the resident noticeboard
- Not verifiable: No city audit was scheduled. Could not verify posting requirement

Section: Mail Boxes & Mail Room

27. Mail Boxes/Mail Room (SOC – 1.1, ENV 4.1 & 4.2)– Mailboxes are labeled and secure and the mail room is clean, bright and litter-free

- Meets standard
- Important: Mail boxes – locks were broken or were left open
- Important: Mail room – lighting level was dim and did not appear to meet standards (50lux)
- Important: Mail room - Incandescent bulbs appeared to be in use
- Needs Improvement - Labeling on mailboxes was illegible or was inconsistent
- Needs Improvement - Mail room – litter and garbage were present
- Needs improvement - Recycling and garbage bin not available in mailroom.
- Not Applicable - Door-to-door mail delivery
- Not Applicable - Centralized Canada Post Boxes used

Section: Elevators

28. Elevator(s) – Does this building utilize an elevator(s)? If yes…

Section: Elevator Operations

28a. How many elevators does this building utilize?

28b. Elevator Doors (OP-13.7) – Elevator doors are clean, maintained and operable
- Meets standard
- Critical: Elevator doors – did not appear to close properly **Mark as failed
- Important: Elevator doors – scratched and/or damaged
- Important: Elevator door track – dirt, trash, litter or other obstructions
- Needs Improvement: Elevator doors – dirty, marked, and/or scuffed

28c. Elevator Cabs (OP -13.7 & 13.8) – Elevator cabs are clean, well lit and do not show visible signs of damage
- Meets standard
- Critical: Outdated elevator license was posted **Mark as Failed
- Important: Cab ceiling – ceiling panels were loose/misaligned and/or damaged
- Important: Cab walls - mirrors/walls were scratched and/or damaged
- Important: Cab walls – defaced/graffiti
- Important: Cab buttons - floor indicator buttons were broken. cracked or buttons were not lit
- Important: Cab lighting - light bulbs/lamps were burnt out or missing
- Important: Cab lighting - broken light fixture or fixtures that were missing covers
- Needs Improvement: Cab - Non-authorized signage was posted
- Needs Improvement: Cab - Signage was defaced/graffiti
- Needs Improvement: Cab - floor was dirty, stained and/or damaged
- Needs Improvement: Cab - litter and garbage were present

28d. Elevators Operational (SOC – 1.1) – Elevators are operational with no readily apparent issues
- Meets standard
- Critical: Elevator – leveling appeared off **Mark as failed
- Important: Elevator – out of service
- Important: Elevator – appeared noisy when operating
- Important: Elevator ventilation – appeared inoperable or noisy

Section: Elevator Machine Room

29a. Elevator Room Entry (SOC-1.1 & OP-13.3)– Access to the elevator machine room is secure and maintained:
- Meets standard
- Important: Elevator room door – unlocked allowing for potential unauthorized access
- Important: Elevator room door – not self-closing
- Important: Elevator room door – damaged, rusted, or in a deteriorated condition
- Important: Elevator room – stairs and handrails leading to and within the elevator room were not level, were rusty or were in a deteriorated condition

- Not applicable: Elevator room – unable to access

29b. Elevator Room Overall Condition (SOC-1.1 & OP-13.3)– Elevator room ceilings, walls, floors and lighting are clean, litter free and maintained:
- Meets standard
- Critical: Elevator room – potential hazard – signs of wear, tear and damage ** Mark as failed
- Important: Elevator room – no apparent ventilation
- Important: Elevator room ceiling, walls, or floors – signs of water penetration
- Important: Elevator room ceiling – dirty, stained, cracked, unsealed hole or other damage
- Important: Elevator room walls – dirty, stained, cracked, unsealed hole or other damage
- Important: Elevator room floors – cracked, stained and/or dirty
- Needs Improvement: Elevator room – room was used for storage
- Needs Improvement: Elevator room – litter and garbage were present
- Not applicable: Elevator room – unable to access

29c. Elevator Room Lighting (SOC-1.1, ENV-4.1 & 4.2)– Elevator room light fixtures are clean and maintained and lighting levels meet Provincial Building Code/CRB Standards:
- Meets standard
- Important: Lighting level – may not meet provincial/CRB Standards requirements (100 lux at floor level in machine room, 50 lux in Machine Room access)
- Important: Light fixtures – protective covers and/or lens covers were missing or broken
- Needs Improvement: Light fixtures – bulbs/lamps were missing or burnt out
- Needs Improvement: Light fixtures – dusty. Dirty and/or contained dead insects
- Needs Improvement: Light fixtures – incandescent bulbs were being used
- Not applicable: Elevator room – unable to access

29d. Elevator Licenses (OP - 13.4)– 29g. Elevator Licenses (OP - 13.4)– Current elevator licenses are available and posted for each elevator (Licenses can be located at site in the elevator machine room, in elevator cab, adjacent to the elevator, in staff/building office):
- Meets standard
- Critical: Elevator License – each elevator did not have a current and posted license available **Mark as failed
- Not applicable: Request made but awaiting TSSA inspection and issuance of new license

29e. Elevator Maintenance Control Plan (OP – 13.2)– Plans are available for each elevator:
- Meets Standard
- Critical: Maintenance control plans – not available on site for each elevator **Mark as failed

29f. Elevator Maintenance Control Logs (OP – 13.6)– Current inspection and maintenance log is available covering the last 5 years:
- Meets standard
- Critical: Maintenance logs: no inspection logs were evident on site **Mark as failed
- Important: Historical records going back 5 years are not available on site

Section: Roof

30. Is the roof accessible? If yes

30a. Roof Condition (OP – 14.1 & SOC-1.1)- The roof is maintained in a clean, litter/debris-free fashion and does not appear to be in a deteriorated condition including having ponding water, vegetation growth, gravel degradation, exposed tar, missing flashing, or other signs of deterioration:
- Meets standard
- Critical: Roof deck: Unsecured litter and/or contractor debris were visible **Mark as failed
- Important: Roof deck - ponding water was visible
- Important: Roof deck - roof membrane was visible
- Important: Roof flashing - appeared to be missing
- Important: Parapet walls - dirty, stained or showed signs of deterioration
- Needs Improvement: Roof deck - gravel coverage appeared uneven or there were gravel free/ bare spots
- Needs Improvement: Roof deck - vegetation growth was visible
- Needs Improvement: Roof deck - mold, mildew, moss and/or algae was visible

30b. Roof Catwalk (SOC-1.1)– Catwalk/path across the roof deck is clean and maintained and does not contain broken/deteriorated tiles, wooden planks or railings.
- Meets standard
- Critical: Catwalk surface - wear, tear, deterioration presented a trip hazard **Mark as failed
- Important: Catwalk surface - cement tiles were cracked
- Important: Catwalk surface – wooden planks were broken or missing
- Important: Catwalk handrail - Wooden hand railing was not secure
- Needs Improvement: Catwalk handrail – rusted or rotted
- Not applicable: No cat walk/path for navigating roof

30c. Make-up air External Condition (OP-14.1, ENV-8.5 & SOC-1.1)- Roof top make-up air unit is maintained free from corrosion or external damage.
- Meets standard
- Important: Air Intakes/vents - combustibles/other items in close proximity
- Needs Improvement: Metal housing/cabinet - rusted
- Needs Improvement: Metal housing/cabinet - peeling and/or missing paint
- Not applicable: No unit on roof

30d. Roof Anchor Diagram Posted (OP-14.4): - A roof anchor diagram/schematic is posted at the entry/access to the roof.
- Meets standard
- Critical: Diagram was not posted by entrance to roof deck **Mark as failed
- Critical: Roof anchor diagram was damaged and/or not clearly visible **Mark as failed
- Not applicable: No roof anchors at the building

30e. Roof Anchor Equipment Log (OP-14.3) - A roof anchor log book that is used to record, at minimum, annual inspections of roof anchor points and that contains the name and signature

of the "competent" person who conducted the inspections is up to date, and available either by the roof entrance or elsewhere at the building site:
- Meets standard
- Important: No roof anchor log book was available by the roof entrance or at the building site
- Important: Roof anchor log book not up-dated (annual inspections)
- Not applicable: Building did not have roof anchors

30f. Roof Anchor Annual Inspection Report (OP-14.2) - Annually updated roof anchor status report (certificate or inspection report) produced, signed and sealed by a professional engineer is available by the roof entrance or elsewhere at the building site and is included in the roof anchor equipment log:
- Meets standard
- Critical: No inspection report and/or certificate produced by a "competent" individual is available **Mark as Failed
- Critical: Roof anchor inspection report was not current **Mark as Failed
- Needs Improvement: Signed and sealed inspection report was not included in roof anchor equipment log book
- Not applicable: Building did not have roof anchors

Section: Stairwell

31. Stairwells Exit Doors (SOC – 1.1)- Stairwell exit doors and door frames are clean, well-fitted, secure, labeled and maintained without damage or deterioration
- Meets standard
- Critical: Stairwell doors - door closure hardware missing **Mark as failed
- Critical: Stairwell doors - door latching mechanism missing **Mark as failed
- Critical: Stairwell doors – door could not be closed **Mark as failed
- Critical: Door did not fully self-close and latch **Mark as failed
- Important: stairwell doors- no labels with floor numbers were mounted on the sides of the doors
- Important: Stairwell doors - doors to hallways were propped open
- Important: Stairwell doors - doors to building exterior - not well fitted
- Important: Stairwell doors - doors to building exterior were propped open
- Important: Stairwell doors - defaced/graffiti
- Needs Improvement: Stairwell doors and/or door frames - scuffed, marked, missing paint or otherwise deteriorated

32. Stairwells Walls, Ceilings, Floors, Stairs and/or Railing (OP-7.3 & SOC-1.1) - Finishes are clean, stain-free and maintained in a non-damaged, non-deteriorated condition including without holes, gouges, cracks, ruts, peeled or stained finishes and surfaces:
- Meets standard
- Critical: Stairwell walls - receptacles cover plates were missing or broken **Mark as failed
- Critical: Stairwell railings - loose or damaged **Mark as failed
- Critical: Stairwell floor - potential trip hazard **Mark as failed
- Critical: Ceiling/floor penetrations not sealed **Mark as failed
- Important: Stairwell ceiling and/or walls - concrete finish stained, bubbling, flaking

- Important: Stairwell ceiling and/or walls - defaced/graffiti
- Important: Stairwell walls - drywall, plaster or concrete had gouges, holes, or flaking
- Important: Stairwell walls - paint, plaster or concrete was peeling, chipped, or cracked
- Important: Stairwell floor/stairs - surfaces/finishes were worn, rusted, cracked, pitted, chipped
- Important: Stairwell floors/stairs - surfaces/finish was lifting, broken and/or uneven
- Important: Stairwell railings - railings/guards did not appear to meet standards for height and safety (openings and being climbable)
- Needs Improvement: Stairwell ceilings - dirty and/or stained
- Needs Improvement: Stairwell walls - dirty, stained, scuffing, and/or cigarette markings
- Needs Improvement: Stairwell floor/stair surfaces - dirty, stained, marked with spray paint, etc
- Needs Improvement: Stairwell ceiling and walls -repairs had been initiated but not fully completed
- Needs Improvement: Stairwell railings - deteriorated finish
- Needs Improvement: Litter/and garbage were visible

33. Stairwell Lighting (ENV-4.1 & 4.2)– Stairwell lighting fixtures are clean and maintained and lighting levels meet Provincial Building Code/CRB Standards: s
- Meets standard
- Critical: Stairwell emergency exit signs – not lit or only partially lit **Mark as failed
- Critical: Stairwell emergency exit signs – broken or cracked **Mark as failed
- Critical: Stairwell light fixtures -   hanging wires were visible **Mark as failed
- Important: Stairwell emergency signs were dirty or not fully legible
- Important: Stairwell light fixtures – protective covers and/or lens covers were missing or broken
- Important: Stairwell lighting level – may not meet code/standard requirements (50 lux)
- Needs Improvement: Stairwell light fixtures – bulbs/lamps missing or burnt out
- Needs Improvement: Stairwell light fixtures – dusty. Dirty and/or contained dead insects
- Needs Improvement: Stairwell light fixtures – incandescent bulbs were being used

34. Stairwell Windows (SOC – 1.1)- Stairwell windows are clean, secure, and maintained without damage or deterioration:
- Meets standard
- Critical: Stairwell window glass - broken or cracked **Mark as failed
- Critical: Stairwell window screens - missing, torn and/or damaged **Mark as failed
- Critical: Stairwell window safety guards - appeared to be missing **Mark as failed
- Important: Stairwell windows - broken window seal as evidenced by visible water condensation
- Important: Stairwell windows – window frame and surround contained peeled, flaked paint
- Needs Improvement: Stairwell windows - dirty
- Not applicable - No windows in stairwells

35. Stairwell Heating (Radiator/Baseboard) (SOC – 1.1)- Stairwell heating units (radiators/ baseboard heaters) are clean, maintained and appear operational:
- Meets standard
- Critical: Radiator/baseboard heater covers - broken/not firmly attached **Mark as failed
- Critical: Radiators/baseboard heaters - did not appear to be working **Mark as failed
- Needs Improvement: Radiators/baseboard heaters - dirty and stained
- Not Applicable - No radiators/baseboard heaters were present

Section: Hallways

36. Hallway Elevator Doors and Frames (SOC – 1.1 & OP – 7.3)- Hallway elevator doors and door frames are clean and maintained without scuffing, marking, chipped/peeling paint:

- Meets standard
- Needs Improvement: Elevator door and surrounding frames - scuffed, marked and contained scratches, chipped and/or flaked paint
- Needs Improvement: Elevator door surround did not provide floor indicator
- Not Applicable - No elevators

37. Suite/Apartment Doors (SOC – 1.1 & OP – 18.3))- Suite/Apartment doors are secure, clean, well fitted and maintained without scuffing, peeling/missing or cracked paint or other damage:

- Meets standard
- Critical: Suite/unit doors – locking/closing mechanisms were broken, missing or damaged **Mark as failed
- Critical: Suite/unit doors propped open **Mark as failed
- Critical: Suite/unit doors - contained decorations/items such as wreaths, flowers, etc. that could be considered "flammables" **Mark as failed
- Important: Suite/unit doors and door frames - chipped, flaked, peeling paint and/or scuff marks
- Needs Improvement: Door threshold - dirty and/or in a deteriorated condition

38. Hallway Ceilings, Walls and Floors (SOC –1.1 & OP – 7.3)– Finishes are clean, stain-free and maintained in a non-damaged, non-deteriorated condition including without holes, gouges, cracks, ruts, peeled or stained finishes and surfaces:

- Meets standard
- Critical: Hallway ceilings - holes/open ceiling penetrations were not repaired/fire sealed (where required) or missing/broken ceiling tiles were not replaced **Mark as failed
- Critical: Hallway walls - receptacle cover plates were missing or broken **Mark as failed
- Critical: Hallway floors - obstructions/flammables including mats, shoes, bicycles, strollers and other items were visible **Mark as failed
- Critical: Hallway flooring - potential trip hazard **Mark as failed
- Important: Hallway ceiling tiles - broken, cracked, misaligned and/or were missing
- Important: Hallway ceiling and/or walls - defaced/graffiti
- Important: Hallway ceiling and/or walls – pests were visible
- Important: Hallway walls - drywall, plaster had gouges, holes
- Important: Hallway walls -wallpaper torn or peeling, plaster chipped or flaked and/or paint peeling, bubbling or missing
- Important: Hallway flooring - tile/hard surface flooring was cracked and/or chipped
- Important: Hallway flooring - carpets torn, contained holes, were lifting, etc.
- Needs Improvement: Hallway ceiling tiles - dirty and stained
- Needs Improvement: Ventilation grills and/or surrounding area - dirty and/or damaged
- Needs Improvement: Hallway ceiling and walls -repairs had been initiated but not fully completed
- Needs Improvement: Hallway walls - dirty, stained, and/or scuffed

- Needs Improvement: Hallway carpets and flooring - dirty and stained
- Needs Improvement: Hallways - Litter/and garbage were visible

39. Hallway Lighting (ENV – 4.1 & 4.2)- Hallway lighting fixtures are clean and maintained and lighting levels meet Ontario Building Code/CRB Standards:
- Meets standard
- Critical: Hallway emergency exit signs - not lit or only partially lit **Mark as failed
- Critical: Hallway emergency exit signs - broken or cracked **Mark as failed
- Critical: Hallway light fixtures - hanging wires were visible **Mark as failed
- Important: Hallway light fixtures - protective covers and/or lens covers were missing or broken
- Important: Hallway lighting level - may not meet code/ standard requirements (50 lux)
- Important: Hallway emergency signs - dirty or not fully legible
- Needs Improvement: Hallway light fixtures - bulbs/lamps missing or burnt out
- Needs Improvement: Hallway light fixtures - dusty. dirty and/or contained dead insects
- Needs Improvement: Hallway light fixtures - incandescent bulbs were being used
- Needs Improvement: Uneven lighting. Dark/poorly lit zones in hallway

40. Hallway Fire Hose Cabinets (OP – 1.4 & SOC – 1.1)- Fire hose cabinets are maintained in a secure, litter free fashion and contain equipment that appears to be in working order with up-to-date inspection tags:
- Meets standard
- Critical: Hose cabinet - fire extinguisher not available **Mark as failed
- Critical: Hose cabinet - extinguisher inspection labels not up to date **Mark as failed
- Critical: Hose cabinet - glass was broken **Mark as failed
- Important: Hose cabinet - door closing mechanism appeared broken; door would not remain closed
- Needs Improvement: Hose cabinet door - not closed
- Needs Improvement: Hose cabinet - litter and garbage were present inside
- Not applicable – No hose cabinets required

41. Hallway Ventilation (OP – 12.2 and SOC – 1.1)– The hallway ventilation system appears to be operational with ventilation grills maintained in a clean and non-deteriorated condition:
- Meets standard
- Important: Hallway ventilation grills – no air flow was apparent
- Important: Hallway ventilation grills – damaged and/or dirty
- Needs Improvement: Odours were present in hallways
- Needs Improvement: Wall around ventilation grill dirty and/or stained
- Not applicable: No hallway ventilation grills

42. Does the building have radiators/baseboard heaters in the hallways? If yes …

42a. Hallway Radiators/Baseboard Heaters – (SOC – 1.1) Hallway radiators/baseboard heaters appear to be operational and maintained in a clean and non-deteriorated condition:
- Meets standards
- Important: Radiators/Baseboard Heaters - cover(s) were broken/not firmly attached

- Important: Radiators/Baseboard Heaters - cover(s) were missing
- Needs Improvement: Radiators/baseboard heaters were dirty and stained

Section: Hallway Garbage Chute Rooms (Resident Use)

43. Hallway Chute Rooms – Does this building utilize hallway chute rooms for the disposal of garbage or recycling: If yes then……

43a. Garbage Chute Room (ENV – 7.5 & SOC – 1.1)– Hallway chute rooms are clean and odour, damage, pest and litter-free and are maintained in a manner that promotes recycling and reduced waste contamination:
- Meets standard
- Critical: Chute room ceiling – ceiling and floor penetrations were not sealed and fire stopped **Mark as failed
- Important: Door to hallway chute room was not labelled
- Important: Chute room – odours were present
- Important: Chute room – pests were visible
- Important: Chute room ceiling/walls – peeling/bubbling paint
- Important: Chute room walls – tiles were chipped, cracked or missing
- Important: Chute room walls/door – defaced/graffiti
- Important: Chute room floor – flooring/baseboards contained chipped, broken tile or were missing
- Needs Improvement: Chute room walls/floors – dirty and stained
- Needs Improvement: Litter/garbage were left on the floor

43b. Chute Doors (ENV – 7.5 & SOC – 1.1)– Garbage chute doors are clean, non-deteriorated and are maintained in a manner that does not promote pests:
- Meets standard
- Critical: Chute door – walls surrounding chute doors were not fully calked/sealed **Mark as failed
- Critical: Chute door – would not fully close or remained open when released **Mark as failed
- Needs Improvement: Chute doors – dirty, rusted and/or stained

43c. Chute Room Lighting (ENV – 4.1 & 4.2)– Chute room lighting fixtures are clean and maintained and lighting levels meet Ontario Building Code/CRB Standards:
- Meets standard
- Critical: Chute room light fixtures – hanging wires were visible **Mark as failed
- Important: Chute room light fixtures – protective covers and/or lens covers were missing or broken
- Important: Chute room lighting level – may not meet code/standard requirements (50 lux)
- Needs Improvement: Chute room light fixtures – bulbs/lamps missing or burnt out
- Needs Improvement: Chute room light fixtures – dusty. Dirty and/or contained dead insects
- Needs Improvement: Chute room light fixtures – incandescent bulbs were being used
- Needs Improvement: Chute room motion-sensored lights not activating in a timely manner

43d. Chute Room Recycling Posters (ENV – 7.4)– Poster(s) that promotes recycling and reduced waste contamination are posted in each chute room:
- Meets standard
- Important: Chute room –poster(s) identifying location of bins for recycling, organics, etc. – not present
- Important: Chute room – poster(s)/notice identifying where to take hazardous waste such as batteries, chemical cleaners, etc. not present
- Needs Improvement: Chute room – poster(s) promoting recycling were not present
- Needs Improvement: Chute room – poster(s) explaining contamination and identifying what is garbage and goes down the chute vs. what is recycling were not present

Section: Hallway Electrical/Utility Room/Closets

44. Does this building utilize Hallway Electrical/Utility Room/Closets? If yes then…

44a. Electrical/Utility Closets (SOC – 1.1) - Hallway electrical/utility closets are secure, clean, pest and litter-free:
- Meets standard
- Critical: Closet/Room door - not locked **Mark as failed
- Critical: Ceiling and floor penetrations in electrical closet not fire stopped **Mark as failed
- Critical: Closet/Room door – door lock was broken **Mark as failed
- Important: Closet/Room door - not well fitted
- Important: Closet/Room - used for storage
- Important: Closet/Room - pests were evident
- Important: Closet/Room -litter/garbage were present
- Needs Improvement: Closet/Room walls - defaced/graffiti)

Section: Hallway Cleaning Closets/ Rooms (Contractors/Staff)

45. Does this building utilize Hallway Cleaning Closets/Rooms? If yes then…

45a. Hallway Cleaning Closets/Rooms overall Condition (SOC – 1.1) - Hallway cleaning rooms/closets used by contractors and or staff are secure, clean, pest and litter-free::
- Meets Standard
- Important: Hallway Cleaning Closet door - not locked
- Important: Hallway Cleaning Closet - janitorial sink/ pipes visible water leak drip
- Important: Hallway Cleaning Closet - inappropriate over storage
- Needs Improvement: Hallway Cleaning Closet - cleaning and other supplies not maintained in an organized manner
- Needs Improvement: Hallway Cleaning Closet - litter/ garbage were present

45b Hallway Cleaning Closets/Rooms Equipment (HR - 2.5, 2.8, 4.3 & 4.4) - Equipment, information and documentation are available to help promote staff and contractor safety when using cleaning chemicals and substances and other potentially hazardous materials and

equipment
- Meets Standard
- Critical: Safety Data Sheets for chemicals and hazardous materials used or stored in the hallway cleaning closet were not readily available and accessible **Mark as Failed
- Critical: Hallway Cleaning Closet - eye wash station was not available where biological or chemical substances were being stored and used **Mark as Failed
- Critical: Hallway Cleaning Closet - first aid kit was not readily available **Mark as Failed

Section: Laundry Facilities

46. Does this building have common area laundry facilities available to residents? If yes then…

46a Laundry Facility Doors (SOC – 1.1)– Laundry room door and door frame is clean, well-fitted, secure, and maintained without damage or deterioration
- Meets standard
- Critical: Laundry room door – self-closing mechanism missing or not functioning **Mark as failed
- Critical: Laundry room door –propped open/left open **Mark as failed
- Critical: Laundry room door – did not fully close and latch **Mark as failed
- Critical: No room identifying signage/label on Laundry Room Door **Mark as failed
- Important: Laundry room door – defaced/graffiti
- Needs Improvement: Laundry room – door/door frame showed signs of scuffing, dirt marks, missing/chipped paint

46b. Laundry Facility Overall (SOC – 1.1)– The laundry room is clean, litter and pest free:
- Meets standard
- Critical: Hazard present **Mark as failed
- Critical: Laundry room – switch/receptacle cover plates were missing/broken **Mark as failed
- Important: Laundry room – visual evidence of pests
- Important: Laundry room – storage of non-laundry related items
- Important: Laundry room – odours were present
- Important: Laundry room – exhaust fan did not appear to be working
- Needs Improvement: Laundry room – exhaust fan was dirty
- Needs Improvement: Laundry room – ventilation grill was dirty
- Needs Improvement: Laundry room – Counter top, cabinets, folding table chipped/cracked and/or counter top, doors broken etc.
- Needs Improvement: Laundry room – garbage and litter were present

46c Laundry Facility Ceilings, Walls, Floors, Stairs and/or Railing (SOC – 1.1)– Finishes are clean, stain-free and maintained in a non-damaged, non-deteriorated condition including without holes, gouges, cracks, ruts, peeled or stained finishes and surfaces:
- Meets standard
- Critical: Laundry room ceiling/walls – holes/open ceiling or wall penetrations were not repaired/ fire sealed (where required) or missing ceiling tiles were not replaced **Mark as failed

- Critical: Laundry room walls – receptacle cover plates were missing or broken **Mark as failed
- Critical: Laundry room floor – potential trip hazard **Mark as failed
- Critical: Laundry room floor – trapped floor drain had no/broken floor grate **Mark as failed
- Important: Laundry room ceiling and/or walls – defaced/graffiti
- Important: Laundry room ceiling – tiles broken, cracked, misaligned and/or were missing
- Important: Laundry room walls – drywall, plaster had gouges, holes
- Important: Laundry room walls – paint/plaster was peeling, bubbling, chipped and flaked or missing
- Important: Laundry room floor – floor/stair finish was lifting/broken/ uneven
- Important: Laundry room floor – tile/hard surface flooring was cracked and/or chipped
- Important: Laundry room baseboards were missing or broken
- Important: Laundry room floor –accumulation of lint present
- Needs Improvement: Laundry room ceiling and walls – repairs had been initiated but not fully completed
- Needs Improvement: Laundry room ceiling – Ceiling/ceiling tiles were dirty, stained and/or damaged
- Needs Improvement: Laundry room walls – dirty, stained and/or scuffed
- Needs Improvement: Laundry room floors/stairs – dirty and stained

46d. Laundry Facility Lighting (ENV – 4.1 & 4.2)– Laundry room light fixtures are clean and maintained and lighting levels meet Provincial Building Code/CRB Standards
- Meets standard
- Critical: Laundry room emergency exit signs – not lit or only partially lit **Mark as failed
- Critical: Laundry room emergency exit signs – broken or cracked **Mark as failed
- Critical: Laundry room light fixtures – broken or cracked **Mark as failed
- Critical: Laundry room light fixtures – hanging wires were visible **Mark as failed
- Important: Laundry room light fixtures – protective covers and/or lens covers were missing or broken
- Important: Laundry lighting level – may not meet code/ standard requirements (200 lux)
- Important: Laundry room emergency signs – dirty or not fully legible
- Needs Improvement: Laundry room light fixtures – bulbs/lamps missing or burnt out
- Needs Improvement: Laundry room light fixtures – dusty. Dirty and/or contained dead insects
- Needs Improvement: Laundry room light fixtures – incandescent bulbs were being used

46e. Laundry Facility Sink (ENV – 6.9)– The laundry sink provides hot and cold water, is clean, stain free and maintained without leaks and drips:
- Meets standard
- Important: Laundry room – laundry sink was not available
- Important: Laundry room – laundry sink had no running water
- Important: Laundry room – laundry sink not connected to both hot and cold water
- Important: Laundry room – laundry sink faucet was broken/dripping/leaking
- Important: Laundry room – laundry sink pipes were leaking or dripping
- Needs Improvement: Laundry room – laundry sink was rusted, stained and/or dirty
- Not applicable: No sink

46f. Laundry Machines (ENV – 4.6 & ENV – 6.7)– Laundry machines are operational, maintained and energy and water efficient: -
- Meets standard
- Important: Laundry machines – appliances appeared to be out of order
- Important: Laundry machines – appliances appeared to have a water leak
- Important: Laundry machines – appliances appeared damaged (scratched, dented)
- Important: Laundry machines – defaced/graffiti
- Important: Laundry machines – labels identifying appliances were Energy Star certified were not evident

46g. Laundry Room CO Detector (OP – 12.6)– A carbon monoxide detector is present in the laundry room when gas (fuel burning) appliances are installed:
- Meets standard
- Critical: Laundry room – fuel-burning appliance (gas) installed but no carbon monoxide detector evident **Mark as failed
- Not applicable: Laundry room – fuel-burning (gas) appliances not installed

Section: Resident Storage Locker Area

47. Does this building make storage lockers available to residents? If yes then…

47a Storage Locker Area Overall Condition (SOC – 1.1)- Resident storage locker rooms are secure, clean, odour, damage, pest and litter-free and do not have obstructed passageways:
- Meets standard
- Critical: Means of Egress blocked/obstructed **Mark as failed
- Critical: No room identifying signage/label posted on Locker Room Door**Mark as failed
- Important: Storage locker area – no signage
- Important: Storage locker area – entry doors were not locked
- Important: Storage locker area - pathways through locker area were obstructed
- Important: Storage Locker area – items left in the pathway outside lockers
- Important: Storage locker area - odours were present
- Important: Storage locker area - pests were visible
- Needs Improvement: Storage locker area - litter/garbage/items were left on the floor

47b. Storage Locker Condition (SOC – 1.1)- Resident storage lockers/cages are maintained, not overfilled and do not contain obvious combustibles or hazards:
- Meets standard
- Critical: Resident storage locker - hazardous Items were visible **Mark as failed
- Critical: Resident storage locker – items on top of locker/cage ** Mark as failed
- Important: Resident storage - locker/cage was overfilled
- Important: Resident storage - locker/cage in use but was not secured
- Important: Resident storage - locker /cage doors ill-fitted, broken, coming off hinges, etc.
- Needs Improvement: Resident storage locker/cage was not clearly labeled/ numbered
- Needs Improvement: Resident storage locker doors were dirty/stained

47c. Resident Storage Locker Area Ceiling, Walls and Floors (SOC – 1.1)- Finishes are clean, stain-free and maintained in a non-damaged, non-deteriorated condition including without holes,

gouges, cracks, ruts, peeled or stained finishes and surfaces:
- Meets standard
- Critical: Storage locker area ceiling/walls - holes/open ceiling or wall penetrations were not repaired/ fire sealed (where required) or missing ceiling tiles were not replaced **Mark as failed
- Critical: Storage locker area walls - receptacle cover plates were missing or broken **Mark as failed
- Critical: Storage locker area floor - potential trip hazard **Mark as failed
- Critical: Storage locker area floor - trapped floor drain had no/broken floor grate **Mark as failed
- Important: Storage locker area ceiling and/or walls - defaced/graffiti
- Important: Storage locker area ceiling - tiles broken, cracked, misaligned and/or were missing
- Important: Storage locker area walls - drywall, plaster had gouges, holes
- Important: Storage locker area walls - paint/plaster was peeling, bubbling, chipped and flaked or missing
- Important: Storage locker area floor - floor/stair finish was lifting/broken/ uneven
- Important: Storage locker area floor - tile/hard surface flooring was cracked and/or chipped
- Important: Storage locker area baseboards were missing or broken
- Needs Improvement: Storage locker area ceiling and walls - repairs had been initiated but not fully completed
- Needs Improvement: Storage locker area ceiling - Ceiling/ceiling tiles were dirty, stained and/or damaged
- Needs Improvement: Storage locker area walls and/or floors - dirty, stained and/or scuffed
- Needs Improvement: Storage locker area floors/stairs - dirty and stained

47d. Storage Locker Room Lighting (ENV – 4.1 & 4.2)- Resident storage locker room light fixtures are clean and maintained and lighting levels meet Provincial Building Code/CRB Standards
- Meets standard
- Critical: Storage locker area - emergency exit signs not lit or only partially lit **Mark as failed
- Critical: Storage locker area - emergency exit signs broken or cracked **Mark as failed
- Critical: Storage locker area - light fixtures broken or cracked **Mark as failed
- Critical: Storage locker area - light fixtures hanging wires were visible **Mark as failed
- Critical: Switch plates were missing/broken **Mark as failed
- Important: Storage locker area - light fixtures protective covers and/or lens covers were missing or broken
- Important: Storage locker area - lighting level may not meet code/ standard requirements (50 lux)
- Important: Storage locker area - emergency signs were dirty or not fully legible
- Needs Improvement: Storage locker area - light fixtures bulbs/lamps missing or burnt out
- Needs Improvement: Storage locker area - light fixtures dusty. dirty and/or contained dead insects
- Needs Improvement: Storage locker area - light fixtures using incandescent bulbs

Section: Boiler Room

48. Boiler Room Overall Condition (SOC – 1.1)- The boiler room is secure, clean, odour, pest and litter-free, and maintained:
- Meets Standard
- Critical: Boiler room - entrance door was not locked **Mark as failed
- Critical: Boiler room – areas of room being used for combustible storage **Mark as failed
- Critical: Boiler room – an eye wash station and/or other prescribed safety equipment including WHMIS 2015 SDS were not present **Mark as failed
- Critical: No room identifying signage/label posted on Boiler Room Door **Mark as failed
- Important: Boiler room - entrance door did not latch
- Important: Boiler room - odours were present
- Important: Boiler room - pests were visible
- Needs Improvement: Boiler room – litter and garbage were present

49. Boiler Room Ceiling, Walls, Floors, Stairs and/or Railing (SOC – 1.1)– Finishes are clean, stain-free and maintained in a non-damaged, non-deteriorated condition including without holes, gouges, cracks, ruts, peeled or stained finishes and surfaces:
- Meets standard
- Critical: Boiler room ceiling – holes/open ceiling penetrations were not repaired/ fire sealed **Mark as failed
- Critical: Boiler room walls – receptacle cover plates were missing or broken **Mark as failed
- Critical: Boiler room stairs – no railings on stairs ** Mark as failed
- Critical: Boiler room floor – potential trip hazard **Mark as failed
- Critical: Boiler room floor – trapped floor drain had no/broken floor grate **Mark as failed
- Important: Boiler room – ceiling/walls or floors bubbling, cracking peeling, flaked paint/plaster, and/or efflorescence
- Important: Boiler room walls – concrete walls contained gouges, holes
- Important: Boiler room floor – floor/stair finish was lifting/broken/ uneven/cracked and flaked
- Needs Improvement: Boiler room ceiling and walls – repairs had been initiated but not fully completed
- Needs Improvement: Boiler room ceiling – Ceiling was dirty, stained and/or damaged
- Needs Improvement: Boiler room walls – dirty, stained and/or scuffed
- Needs Improvement: Boiler room floors/stairs – dirty and stained

50. Boiler Room Lighting (ENV – 4.1 & 4.2)- Boiler room light fixtures are clean and maintained and lighting levels meet Provincial Building Code/CRB Standards
- Meets standard
- Critical: Boiler room - emergency exit signs not lit or only partially lit **Mark as failed
- Critical: Boiler room - emergency exit signs broken or cracked **Mark as failed
- Critical: Boiler room - light fixtures broken or cracked **Mark as failed
- Critical: Boiler room - light fixtures hanging wires were visible **Mark as failed
- Critical: Boiler room - switch plates were missing/broken **Mark as failed
- Important: Boiler room - light fixtures protective covers and/or lens covers were missing or broken
- Important: Boiler room - lighting level may not meet code/ standard requirements (200 lux)

- Important: Boiler room - emergency signs were dirty or not fully legible
- Needs Improvement: Boiler room - light fixtures bulbs/lamps missing or burnt out
- Needs Improvement: Boiler room - light fixtures dusty. dirty and/or contained dead insects
- Needs Improvement: Boiler room - light fixtures using incandescent bulbs

51. Boiler Room Equipment (OP – 12.1) - Boiler and related equipment are maintained in operational condition, without water leaking and/or torn cover insulation
- Meets standard
- Important: Boiler room - air intake vents appeared obstructed and/or dirty
- Important: Boiler room - equipment and/or piping evidence of an active water leak/drip
- Important: Boiler room – floor contained ponding/standing water or was damp
- Needs Improvement - Insulation on piping was torn/ deteriorated

52. Boiler Room CO Monitor (OP – 12.6) – A carbon monoxide detector is available in the boiler room
- Meets standard
- Critical: Safety – no carbon monoxide detector was visible in boiler room **Mark as failed

53. Boiler Room Log (OP12.3 & ENV – 5.1)– An up to date and completed daily boiler log that contains the date, time, issues/actions taken and initials/name of person who completed the inspection is available in the boiler room
- Meets standard
- Important: Boiler log – not seen on site
- Important: Boiler log – form was available, but was not being completed or was not up to date
- Important: Boiler log – form did not include minimum required information
- Needs improvement: Boiler log – available at the building, but was not kept in the boiler room

54. Boiler Certificate of Inspection (OP - 12.2) - A valid and current Inspection Certificate from TSSA is available for each boiler
- Meets Standard
- Critical: No valid Inspection Certificate from TSSA for each boiler **Mark as failed
- Critical: Inspection Certificate is out of date **Mark as failed
- Critical: Inspection Certificate for some but not all boilers/pressure vessels **Mark as failed

Section: Compactor/Garbage Room – Not Resident Use

55. Does this building have an indoor compactor/garbage room? If yes…

55a. Compactor/Garbage Room Overall Condition (ENV – 7.5 & SOC – 1.1) The indoor garbage/compactor room is secure, clean, odour, litter and pest free and maintained
- Meets standard

- Critical: Compactor room - entry door poorly fitted **Mark as failed
- Critical: Compactor room - entry door not securely closed **Mark as failed
- Critical: Compactor room - entry door did not have locking mechanism **Mark as failed
- Critical: No room identifying signage/label posted on Compactor Room Door**Mark as failed
- Critical: Compactor room – an eye wash station and/or other prescribed safety equipment including WHMIS 2018 SDS were not present in the compactor room area **Mark as failed
- Critical: Compactor room – no first aid kit including updated kit inspection record was available **Mark as failed
- Important: Compactor room - odours were present
- Important: Compactor room - pests/rodents were visible
- Important: Compactor room –excess non-garbage items were being stored
- Needs Improvement: Ventilation grills and/or surrounding walls were dirty and/or damaged
- Needs Improvement: Compactor room floor - litter and garbage were present

55b. Compactor/Garbage Room Ceiling, Walls and Floors – (SOC – 1.1) - Finishes are clean, stain- free and maintained in a non-damaged, non-deteriorated condition including without holes, gouges, cracks, ruts, peeled or stained finishes and surfaces:
- Meets standard
- Critical: Compactor room ceiling/walls - holes/open ceiling and/or wall penetrations were not repaired/ fire sealed **Mark as failed
- Critical: Compactor room walls - receptacle cover plates were missing or broken **Mark as failed
- Critical: Compactor room floor - potential trip hazard **Mark as failed
- Important: Compactor room - ceiling/walls or floors bubbling, cracking peeling, flaked paint/plaster, and/or efflorescence
- Important: Compactor room walls - concrete walls contained gouges, holes
- Important: Compactor room floor - floor finish was lifting/broken/ uneven/cracked
- Important: Compactor room floor - floor surface was pitted, flaked and not impervious to water
- Needs Improvement: Compactor room - ceiling and walls - repairs had been initiated but not fully completed
- Needs Improvement: Compactor room - ventilation grill and/or surrounding walls were dirty and/or damaged
- Needs Improvement: Compactor room - ceiling was dirty and/or stained
- Needs Improvement: Compactor room - walls were dirty, stained or scuffed
- Needs Improvement: Compactor room - floors were dirty and/or stained

55c. Compactor/Garbage Room Lighting (ENV – 4.1 & 4.2) – Compactor/garbage room light fixtures are clean and maintained and lighting levels meet Provincial Building Code/CRB Standards
- Meets standard
- Critical: Compactor room - emergency exit signs not lit or only partially lit **Mark as failed
- Critical: Compactor room - emergency exit signs broken or cracked **Mark as failed
- Critical: Compactor room - light fixtures broken or cracked **Mark as failed
- Critical: Compactor room - light fixtures hanging wires were visible **Mark as failed
- Critical: Compactor room - switch plates were missing/broken **Mark as failed

- Important: Compactor room - light fixtures protective covers and/or lens covers were missing or broken
- Important: Compactor room - lighting level may not meet code/ standard requirements (50 lux)
- Important: Compactor room - emergency signs were dirty or not fully legible
- Needs Improvement: Compactor room - light fixtures bulbs/lamps missing or burnt out
- Needs Improvement: Compactor room - light fixtures dusty. dirty and/or contained dead insects
- Needs Improvement: Compactor room - light fixtures using incandescent bulbs

55d. Compactor Room Equipment (SOC – 1.1)- Compactor and related equipment are operational and maintained in a clean, odour free and non-deteriorated fashion:
- Meets standard
- Critical: Compactor equipment – not operational **Mark as failed
- Important: Compactor equipment – bin(s) were overflowing with waste items
- Important: Compactor equipment - bin(s) were very dirty, rusted, and/or damaged
- Needs Improvement: Compactor equipment - extra bins in compactor room were overflowing with garbage
- Needs Improvement: Compactor equipment - bin lids were open

Section: Indoor Garbage/Recycling Room for Residents

56. Does this building have an indoor garbage/recycling room for residents? If yes, then…

56a. Indoor Garbage/Recycling Room Overall Condition (ENV – 7.5 and SOC – 1.1)- Indoor garbage and recycling room is clean, odour, damage, pest and litter-free and maintained:
- Meets standard
- Critical: Indoor Garbage/Recycling Room - entry door poorly fitted **Mark as failed
- Important: Indoor Garbage/Recycling Room - odours were present
- Important: Indoor Garbage/Recycling Room - pests/rodents were visible
- Important: Indoor Garbage/Recycling Room –excess non-garbage items were being stored
- Needs Improvement: Indoor Garbage/Recycling Room - litter and excess garbage were present

56b. Indoor Garbage/Recycling Room Ceiling, Walls and Floors (ENV – 7.5 and SOC – 1.1) - Finishes are clean, stain-free and maintained in a non-damaged, non-deteriorated condition including without holes, gouges, cracks, ruts, peeled or stained finishes and surfaces:
- Meets standard
- Critical: Indoor garbage/recycling room ceiling/walls - holes/open ceiling or wall penetrations were not repaired/ fire sealed **Mark as failed
- Critical: Indoor garbage/recycling room walls - receptacle cover plates were missing or broken **Mark as failed
- Critical: Indoor garbage/recycling room floor - potential trip hazard **Mark as failed
- Important: Indoor garbage/recycling room - ceiling/walls or floors bubbling, cracking peeling, flaked paint/plaster, and/or efflorescence
- Important: Indoor garbage/recycling room walls - concrete walls contained gouges, holes

- Important: Indoor garbage/recycling room floor - floor finish was lifting/broken/ uneven/cracked
- Important: Indoor garbage/recycling room floor - floor surface was pitted, flaked and not impervious to water
- Needs Improvement: Indoor garbage/recycling room - ceiling and walls - repairs had been initiated but not fully completed
- Needs Improvement: Indoor garbage/recycling room - ceiling was dirty and/or stained
- Needs Improvement: Indoor garbage/recycling room - walls were dirty, stained or scuffed
- Needs Improvement: Indoor garbage/recycling room - floors were dirty and/or stained

56c. Indoor Garbage/Recycling Room Lighting (ENV – 4.1 & 4.2)- Light fixtures in the resident's indoor garbage/recycling room are clean and maintained and lighting levels meet Provincial Building Code/CRB Standards
- Meets standard
- Critical: Indoor garbage/recycling room - emergency exit signs not lit or only partially lit **Mark as failed
- Critical: Indoor garbage/recycling room - emergency exit signs broken or cracked **Mark as failed
- Critical: Indoor garbage/recycling room - light fixtures broken or cracked **Mark as failed
- Critical: Indoor garbage/recycling room - light fixtures hanging wires were visible **Mark as failed
- Critical: Indoor garbage/recycling room - switch plates were missing/broken **Mark as failed
- Important: Indoor garbage/recycling room - light fixtures protective covers and/or lens covers were missing or broken
- Important: Indoor garbage/recycling room - lighting level may not meet code/ standard requirements (50 lux)
- Important: Indoor garbage/recycling room - emergency signs were dirty or not fully legible
- Needs Improvement: Indoor garbage/recycling room - light fixtures bulbs/ lamps missing or burnt out
- Needs Improvement: Indoor garbage/recycling room - light fixtures dusty. dirty and/or contained dead insects
- Needs Improvement: Indoor garbage/recycling room - light fixtures using incandescent bulbs

56d. Indoor Garbage/Recycling Room Equipment (ENV- 7.4,7.5 & SOC – 1.1)– Bins, chutes and related equipment are maintained in a clean, odour free and non-deteriorated fashion and maintained in a manner that promotes recycling and reduced waste contamination:
- Meets standard
- Important: Recycling room equipment - chute door would not fully close/ remained open when released
- Important: Recycling room equipment – recycling/organics bin(s) were overflowing/ overfilled
- Important: Recycling room equipment - recycling/organics bin(s) were very dirty, rusted, and/or damaged
- Important: Recycling room equipment - recycling/organics bin lids were missing
- Important: Recycling room equipment – bins defaced/graffiti
- Important: Recycling room equipment - recycling/organics bin lids were not closed
- Needs Improvement: Recycling room equipment – recycling/organics bin(s) were not

labelled
- Needs Improvement: Recycling room equipment – recycling/organics bin labels not legible
- Needs Improvement: Posters/labels were not displayed that identifies what type of waste goes in which bin (garbage, recycling, organics)
- Needs Improvement: Posters/ Information were not displayed that identifies where to put/bring hazardous waste such as batteries, cleaning chemicals or oversized items.

56e. Indoor Garbage/Recycling Room Posters (ENV - 7.4)- Posters/Information that promotes recycling and reduced waste contamination and identifies what type of waste goes where are posted in each indoor garbage/recycling room:
- Meets standard
- Important: Garbage/recycling Room - poster(s)/labeling that identifies type of bins (garbage, recycling, organics, etc) - not present
- Important: Garbage/recycling Room- poster/notice identifying what items go in each type of bin are not posted

Section: Workshop/Maintenance/Cleaning Room

57. Does this building have a centralized workshop, maintenance and/or cleaning area? If yes, then…

57a. Workshop/Maintenance/Cleaning Room Overall Condition (SOC – 1.1, OP-18.4 & ENV 6.9)– The workshop, maintenance/cleaning room area(s) are secure, clean, odour, litter and pest free and maintained:
- Meets standard
- Critical: Workshop/Maintenance/Cleaning Room - No room identifying signage/label posted on Workshop/Maintenance/Cleaning Room Door **Mark as failed
- Important: Workshop/Maintenance/Cleaning Room – entrance door to the room(s) were not locked
- Important: Workshop/Maintenance/Cleaning Room – pests were present
- Important: Workshop/Maintenance/Cleaning Room – maintenance supply & equipment areas contained inappropriate over storage
- Important: Workshop/Maintenance/Cleaning Room – janitorial sink/pipes visible water leak/drip
- Needs Improvement: Workshop/Maintenance/Cleaning Room – janitorial sink was dirty, stained and deteriorated
- Needs Improvement: Workshop/Maintenance/Cleaning Room – cleaning and maintenance supplies were not maintained in an organized manner
- Needs Improvement: Workshop/Maintenance/Cleaning Room – excessive litter and garbage was present

57b. Workshop/Maintenance/Cleaning Room Ceiling, Walls and Floors (SOC – 1.1) – Finishes are clean, stain-free and maintained in a non-damaged, non-deteriorated condition including without holes, gouges, cracks, ruts, peeled or stained finishes and surfaces:
- Meets standard

- Critical: Workshop/maintenance/cleaning room ceiling/walls – holes/open ceiling and/or wall penetrations were not repaired/ fire sealed **Mark as failed
- Critical: Workshop/maintenance/cleaning room floors were deteriorated (lifting/broken/chipped) presenting a potential trip hazard and unsanitary conditions **Mark as failed
- Critical: Workshop/maintenance/cleaning room walls – receptacle cover plates were missing or broken **Mark as failed
- Critical: Workshop/maintenance/cleaning room floor – potential trip hazard **Mark as failed
- Important: Workshop/maintenance/cleaning room – walls contained gouges, holes, flaking in concrete/plaster/drywall
- Important: Workshop/maintenance/cleaning room – ceiling/walls or floors bubbling, cracking peeling, flaked paint/plaster, and/or efflorescence
- Important: Workshop/maintenance/cleaning room – ceiling/walls or floors contained chipped, flaked and peeling paint
- Important: Floor surface was pitted, flaked and would not be impervious to water
- Important: Baseboards were missing/broken
- Needs Improvement: Workshop/maintenance/cleaning room –ceiling was dirty and/or stained
- Needs Improvement: Workshop/maintenance/cleaning room – walls were dirty, stained and /or scuffed
- Needs Improvement: Workshop/maintenance/cleaning room – floors were dirty and/or stained finish
- Needs Improvement: Workshop/maintenance/cleaning room – floors contained litter/debris and excess garbage

57c. Workshop/Maintenance Room Lighting (ENV – 4.1, 4.2 & 4.5) – lighting fixtures are clean and maintained and lighting levels meet Provincial Building Code/CRB Standards
- Meets standard
- Critical: Workshop/Maintenance Room – light fixtures broken or cracked **Mark as failed
- Critical: Workshop/Maintenance Room- switch plates were missing/broken **Mark as failed
- Critical: Workshop/Maintenance Room – light fixtures hanging wires were visible **Mark as failed
- Important: Workshop/Maintenance Room – lighting level may not meet code/ standard requirements (50 lux)
- Important: Workshop/Maintenance Room – light fixtures protective covers and/or lens covers were missing or broken
- Important: Workshop/Maintenance Room – lighting level may not meet code/ standard requirements (50 lux)
- Needs Improvement: Workshop/Maintenance Room – light fixtures bulbs/lamps missing or burnt out
- Needs Improvement: Workshop/Maintenance Room – light fixtures dusty. Dirty and/or contained dead insects
- Needs Improvement: Workshop/Maintenance Room – light fixtures using incandescent bulbs

57d. Workshop/Maintenance Cleaning Room Equipment (HR – 2.5, 2.8, 4.3 & 4.4) – Equipment, information and documentation are available to help promote staff and contractor

safety when using cleaning chemicals and substances, paints and other potentially hazardous materials and equipment:

- Meets standard
- Critical: Workshop/Maintenance Cleaning Room – eye wash station in areas where biological or chemical substances were being stored and used not available **Mark as failed
- Critical: Workshop/Maintenance Cleaning Room – first aid kit that verifies regular checking for completeness was not readily available **Mark as failed
- Critical: Workshop/Maintenance Cleaning Room – personal protective equipment was not evident **Mark as failed
- Critical: Workshop/Maintenance Cleaning Room - Safety Data Sheets for chemicals and hazardous materials used or stored in the maintenance/cleaning room were not readily available and accessible **Mark as failed
- Critical: Workshop/Maintenance Cleaning Room – Critical: wet floor signs were not available and/or being used **Mark as failed

Section: Electrical/Fire Panel Room

58. Electrical/Fire Panel Room Overall Condition (OP – 1.4, OP – 18.4, 7 SOC – 1.1)– The electrical/fire panel room is secure, clean, odour, pest and litter-free, and maintained:

- Meets Standard
- Critical: Electrical/Fire Panel Room - No room identifying signage/label posted on Electrical/Fire Panel Room Door **Mark as failed
- Critical: Electrical/Fire Panel room – entrance door was not locked **Mark as failed
- Critical: Electrical/Fire Panel room – areas of room being used for combustible storage **Mark as failed
- Critical: Electrical/Fire Panel Room – Items blocking access to electrical equipment and/or inhibiting safe work **Mark as failed
- Important: Electrical/Fire Panel Room door not appropriately labeled
- Needs Improvement: Electrical/Fire Panel Room – litter and garbage were present

59. Fire Log Book (OP-1.4) - 59. Fire Log Book (OP - 1.4) - An up-to-date Fire Log Book that documents required daily, weekly, monthly and quarterly inspections, tests and drills including fire drills that are held quarterly (annually for low-rise buildings) is available on site and identifies the date, time actions were taken and the name/initials of the person who completed the inspection:

- Meets standard
- Critical: Fire log book that shows completed tests, checks and drills is not available on site **Mark as failed
- Critical: Annual inspections/test documents and completed forms were not available onsite **Mark as failed
- Critical: Monthly fire alarm test documents and completed forms were not available onsite **Mark as failed
- Critical: Quarterly fire drills documentation and completed forms were not available onsite **Mark as failed
- Critical: Weekly inspections/test documents and completed forms were not available onsite **Mark as failed

- Critical: Fire log book does not appear to include all required information **Mark as failed
- Important: Daily fire safety checks were not logged
- Not Applicable: Quarterly fire drills are not required at this building. Annual fire drills are completed

Section: Underground Parking

60. Does the building utilize an underground parking garage? If yes…

60a. Underground Parking Garage (OP – 9.2 & SOC – 1.1) - The underground parking garage is secure, ventilated, clean, litter/debris/rubbish free
- Meets standard
- Critical: Underground parking - Exit sign(s) did not appear fully lit/working **Mark as failed
- Critical: Underground parking - garage was being used by residents and/or staff for storage **Mark as failed
- Important: Underground parking - resident entry door was not well fitted
- Important: Underground parking - resident entry door no self-closing device
- Important: Underground parking - resident entry door not locked or the lock was broken
- Important: Underground parking - mechanical ventilation system did not appear operable
- Needs Improvement: Underground parking - garbage/recycling bins positioned at entry/exits in the garage were overflowing
- Needs Improvement: Underground parking - litter/and garbage were visible

60b. Underground Parking Ceiling (SOC – 1.1) - Ceilings in the underground parking garage are clean and maintained. Ceilings do not show evidence of water damage and all ceiling penetrations are fully sealed and fire stopped
- Meets standard
- Critical: Underground parking – ceiling contained visible rebar **Mark as failed
- Critical: Underground parking – ceiling holes/open penetrations were not repaired and where required, were not fire stopped **Mark as failed
- Important: Underground parking - ceiling and/or pipes active water leaks were visible
- Important: Underground parking - ceiling showed signs of bubbling, cracking, peeling paint/concrete/plaster
- Needs Improvement: Ceiling was dirty and stained

60c. Underground Parking Wall/Column Condition (OP–9.1 and SOC-1.1) - Underground parking garage walls and columns are clean and maintained without holes, gouges, staining, peeling and/or cracked paint/plaster/concrete or other evidence of water damage
- Meets standard
- Critical: Underground parking – concrete walls/columns contained visible rebar **Mark as failed
- Important: Underground parking - wall/column - holes/open penetrations were not repaired
- Important: Underground parking - concrete walls and columns contained gouges or holes
- Important: Underground parking - walls/column were defaced/ graffiti

- Needs Improvement: Underground parking - walls and columns contained peeling/chipped/cracked paint, plaster or concrete
- Needs Improvement: Underground parking - wall/column were dirty or stained

60d. Underground Parking Surface Condition (SOC – 1.1)- The floor/surface in the underground parking garage is clean, rut, hole and stain-free and does not show evidence of water damage:
- Meets standard
- Critical: Underground parking - potential trip hazard **Mark as failed
- Important: Underground parking - concrete flooring/surface contained ruts/holes
- Important: Underground parking - flooring/surface was pitted and cracked
- Important: Underground parking - floor drain was missing its cover
- Important: Underground parking - floor drain appeared clogged, '
- Important: Underground parking - flooring/ surface contained ponding water
- Needs Improvement: Underground parking - floor/paving surface was stained/dirty
- Needs Improvement: Underground parking - parking space identifiers (lines and numbers) were faded/ not clearly identifiable
- Needs Improvement: Underground parking – parking space lines multiple paint layers used

60e. Underground Parking Lighting (ENV-4.1 and 4.2) - Underground parking garage light fixtures are clean and maintained and lighting levels meet Provincial Building Code/CRB Standards
- Meets standard
- Critical: Underground parking - hanging wires were visible **Mark as failed
- Important: Underground parking - light fixture protective covers/lens were missing or broken
- Important: Underground parking - lighting may not meet Standards (not 50lux, in parking garage isles, parking spots, staircases, and public corridors/exits)
- Needs Improvement: Underground parking - bulbs/lamps were missing, burnt out, not working or were not lit
- Needs Improvement: Underground parking - lights and light fixtures contained dirt, dust and/or bugs
- Needs Improvement: Underground parking – light fixtures were using Incandescent bulbs

60f. Underground Parking Signage and Paint Requirements - Underground garage walls, ceilings and doors are painted according to local by-law requirements/ Provincial Building Code/ CRB standards, and display required signage:
- Meets standard
- Critical: Underground parking - safe exit/alert signage was not posted (Toronto, Kitchener) **Mark as failed
- Critical: Underground parking - safe exit/alert signage was deteriorated and/or not clearly visible (Toronto, Kitchener) **Mark as failed
- Important: Underground parking - walls, ceilings and/or columns were not painted white and black and as per standard (Toronto, Kitchener)
- Important: Underground parking - safe exit doors, frames and adjacent walls were not painted green as per Standard (Toronto, Kitchener)
- Needs Improvement: Underground parking - clear signage directing users to Parking garage entrances and exits, visitor parking vs resident parking is clearly posted

Section: Building Facilities/Amenities

61. Does this building have a Swimming Pool? If yes…

61a. Swimming Pool Change Rooms Overall Condition (SOC-1.1)– Pool change rooms are clean, well-lit and maintained:
- Meets standards
- Critical: Pool change rooms – potential trip hazard **Mark as failed
- Critical: Pool change rooms – wet floor signs did not appear available for use **Mark as failed
- Critical: Pool change rooms – exits signs not fully lit/or not working **Mark as failed
- Important: Pool change room – flooring/tiles were chipped, cracked or were missing
- Important: Pool change room – lockers were broken and/or damaged
- Important: Pool change room – walls/ceilings showed signs of mould
- Important: Pool change room – walls/ceilings showed signs bubbling, peeling paint, etc.
- Needs Improvement: Pool change room – ceilings/walls/floors were dirty or stained
- Needs Improvement: Pool change room – lighting level may not meet standards (50lux)
- Needs Improvement: Pool change room – litter/garbage were visible
- Not applicable: No change room was available

61b. Indoor Swimming Pool Area Ceiling, Walls and Floors (SOC-1.1)– Finishes are clean, stain- free and maintained in a non-damaged, non-deteriorated condition including without holes, gouges, cracks, ruts, peeled or stained finishes and surfaces:
- Meets standards
- Critical: Potential trip hazard **Mark as failed
- Important: Pool area – holes/open penetrations in the ceiling and/or walls were not repaired and where required, fire stopped
- Important: Pool area – ceiling and/or walls showed signs of mould
- Important: Pool area – ceiling and/or walls showed signs of peeling/bubbling, flaking paint, and/or other forms of deterioration
- Important: Pool area – pool deck contained loose, cracked, chipped missing or damaged tiles/concrete
- Important: Pool area – windows, walls or doors of the indoor pool area visible water condensation
- Needs Improvement: Pool area – lighting may not meet code requirements (200 lux)
- Not applicable: No indoor pool/seasonal outdoor pool was available
- Not applicable: Outdoor pool only

61c. Swimming Pool Documentation (OP-16.1 & OP-16.5)- Cleaning & safety inspections of the pool and pool area are documented and maintained:
- Meets standard
- Critical: Pool Documentation – written record of all inspections/tests undertaken, including water chemistry test logs, was not available **Mark as failed
- Important: Pool Documentation – written record/log of all cleaning activities undertaken of the pool, pool deck and change room was not available

61d. Pool/Spa Logbook (OP-16.4) - A record/log book of required cleaning, safety and maintenance tests and inspections for the swimming pool are maintained, signed and retaining at the building site.
- Meets standard
- Important: No logbook identifying cleaning, safety and maintenance inspections of the pool/spa was available at the building
- Needs Improvement: Logbook/maintenance records of pool/spa inspections/work completed were not signed
- Needs Improvement: Only current records were maintained. No past records of pool/spa maintenance were available
- Not applicable: No pool or spa at the building

61e. Swimming Pool Emergency and Operational Procedures (OP-16.2) Written emergency and operational procedures that are to be implemented in the event of an emergency, accident or injury in the pool are available at the pool:
- Meets standard
- Critical: No written emergency or operational procedures to be implemented in an emergency, accident, injury, were available at the pool **Mark as Failed
- Important: Written procedures were available but not at the pool site

61f. Swimming Pool Safety Equipment (OP-16.4, 16.6 & 16.7)– The pool area is secure and safety protocols and equipment are documented and readily available including eye wash station and WHMIS 2018 - SDS where pool chemicals are stored/maintained:
- Meets standard
- Critical: Pool area- access was not secured via key or FOB **Marked as failed
- Critical: Pool area - usage instructions were not posted **Marked as failed
- Critical: Pool area - emergency telephone within 30 metres of the pool was not available **Marked as failed
- Critical: Pool area - first aid kit within pool area was not readily available and/or did not verify regular checking for completeness **Marked as failed
- Critical: Pool area - lifesaving equipment including a rescue pole, life ring/throwing aid and backboard were not available or appeared damaged **Marked as failed
- Critical: Pool area - Eye wash station and SDS where pool chemicals are stored/maintained were not available **Marked as failed

62. Does this building have a Fitness Room/Gym? If yes…

62a. Fitness Room Overall Condition (OP-16.9 and SOC-1.1) – Fitness room/gym is secure, clean, well-lit, odour, litter and pest free and maintained:
- Meets standard
- Critical: Fitness room/gym – entry door poorly fitted **Mark as failed
- Critical: Fitness room/gym – access was not secured via key or FOB **Mark as failed
- Critical: Fitness room/gym – equipment appeared broken/damaged/not in good working order **Mark as failed
- Critical: Fitness room/gym – exits signs were not fully lit/or were not working **Mark as failed
- Critical: Fitness room/gym – light switch/receptacle covers were broken, cracked or missing **Mark as failed

- Important: Fitness room/gym – odours were present
- Important: Fitness room/gym – pests/rodents were visible
- Important: Fitness room/gym –excess non-garbage items were being stored
- Needs Improvement: Fitness room/gym – litter and excess garbage were present

62b. Fitness Room Ceiling, Walls and Floors (OP-16.8 and SOC-1.1)– Finishes are clean, stain-free and maintained in a non-damaged, non-deteriorated condition including without holes, gouges, cracks, ruts, peeled or stained finishes and surfaces:
- Meets standards
- Critical: Potential trip hazard **Mark as failed
- Important: Fitness room/gym – ceiling and/or wall holes/open penetrations were not repaired and where required, fire stopped
- Important: Fitness room/gym – ceiling and/or walls showed signs of peeling, bubbling, flaking paint, and/or other forms of deterioration
- Important: Fitness room/gym – floor surface including tiles, carpet, etc were not maintained free of holes, cracks, chips or other forms of damage
- Important: Fitness room/gym – wall mirrors were cracked or broken
- Needs Improvement: Fitness room/gym – lighting may not meet code requirements (200 lux)
- Needs Improvement: Fitness room/gym - incandescent bulbs appeared to be used

62c. Fitness Area Safety (OP-16.9, OP-16.10, OP-16.11 & OP-16.13)– Safety equipment and instructions are readily available and posted in the fitness room/gym area:
- Meets standard
- Critical: Fitness area safety – clear warning notices and correct using techniques for equipment were not posted**Mark as failed
- Critical: Fitness area safety – instructions and pictures covering any unusual hazards or complicated features on the equipment were not posted **Mark as failed
- Critical: Fitness area safety – in fitness area/gym first aid kit and verification kit has been reviewed regularly was not readily available **Mark as failed
- Critical: Fitness area safety – in fitness area/gym first aid kit and verification kit has been reviewed regularly was not readily available **Mark as failed
- Needs Improvement: Fitness area safety – antibacterial wipes were not available for equipment wiping after use

63. Does this building have a Recreation/Party Room? If yes…

63a Recreation/Party Room Overall Condition (SOC-1.1)- Recreation/Party Room is secure, clean, well-lit, odour, litter and pest free and maintained:
- Meets standard
- Critical: Party room - entry door poorly fitted **Mark as failed
- Critical: Party room - access was not secured via key or FOB **Mark as failed
- Critical: Party room - exits signs were not fully lit/or were not working **Mark as failed
- Critical: Party room - light switch/receptacle covers were broken, cracked or missing **Mark as failed
- Important: Party room - odours were present
- Important: Party room - pests/rodents were visible
- Important: Party room –excess non-garbage items were being stored
- Needs Improvement: Party room - litter and excess garbage were present

63b. Recreation/Party Room Ceiling, Walls and Floors (ENV-4.1, ENV-6.9 and SOC-1.1)- Finishes are clean, stain- free and maintained in a non-damaged, non-deteriorated condition including without holes, gouges, cracks, ruts, peeled or stained finishes and surfaces:

- Meets standards
- Critical: Potential trip hazard **Mark as failed
- Important: Party room - ceiling and/or wall holes/open penetrations were not repaired, and where required, fire stopped
- Important: Party room - ceiling and/or walls showed signs of peeling, bubbling, flaking paint, and/or other forms of deterioration
- Important: Party room - floor surface including tiles, carpet, or other types of flooring were not maintained free of holes, cracks, chips or other forms of damage
- Important: Party room - sink faucets and/or sink pipes appeared to be dripping/leaking
- Needs Improvement: Party room - ceiling and walls were dirty and/or stained
- Needs Improvement: Party room - floors and floor coverings were dirty and/or stained
- Needs Improvement: Party room -furnishings were not maintained free of holes, stains and other forms of deterioration
- Needs Improvement: Party room - lighting may not meet code requirements (50 lux)
- Needs Improvement: Party room - incandescent bulbs appear to be used

64. Does this building have an outdoor children's play area? If yes…

64a. Children's Play Area Overall Condition (SOC-1.1)- Outdoor children's play area is clean, litter-free and maintained in a non-deteriorated condition:

- Meets Standard
- Critical: Children's play area – tree roots, rocks, footings or other items presented a trip hazard **Mark as failed
- Critical: Children's play area – equipment, fences and other playground structures had visible sharp edges **Mark as failed
- Critical: Children's play area – animal feces were visible **Mark as failed
- Critical: Children's play area – potentially hazardous materials such as broken bottles, needles, etc were visible **Mark as failed
- Critical: Children's play area – playground equipment showed visible signs of cracking and breakage **Mark as failed
- Important: Children's play area – playground equipment showed visible signs of chipped, peeling, rusted paint
- Important: Children's play area – play equipment defaced/graffiti
- Important: Children's play area – play area contained water ponding and poor drainage
- Needs Improvement: Children's play area –general garbage and litter present
- Not viewed: Children's play area was not viewed due to seasonal conditions

65. Does this building have a bicycle storage area? If yes…

65a. Bicycle Storage Area (SOC-1.1)– Bicycle storage area is clean, secure, clutter-free and maintained in a non-deteriorated condition:

- Critical: Bicycle storage area – access was not secured via key or FOB **Mark as failed
- Important: Bicycle storage area – bike racks were not securely mounted to the floor/walls/ground
- Important: Bicycle storage area – bike over storage – too many bikes for available space and racks

- Important: Bicycle storage area - not maintained in an orderly fashion
- Important: Bike storage area contained abandoned bicycles
- Needs Improvement: Bicycle storage area – litter and garbage were present
- Not viewed: Outdoor bike storage not viewed due to seasonal conditions

66. Does this building have a Media room? If yes…

66a. Media Room Overall Condition (SOC-1.1)– Media/theatre room area is secure, clean, well-lit, odour, litter and pest free and maintained:
- Meets standard
- Critical: Media Room – entry door poorly fitted **Mark as failed
- Critical: Media Room – access was not secured via key or FOB **Mark as failed
- Critical: Media Room – exits signs were not fully lit/or were not working **Mark as failed
- Critical: Media Room – light switch/receptacle covers were broken, cracked or missing **Mark as failed
- Important: Media Room – odours were present
- Important: Media Room – pests/rodents were visible
- Important: Media Room –excess non-garbage items were being stored
- Needs Improvement: Party Room – litter and excess garbage were present

66b. Media Room Ceiling, Walls and Floors (SOC-1.1, ENV-4.1 & ENV 6.9)– Finishes are clean, stain-free and maintained in a non-damaged, non-deteriorated condition including without holes, gouges, cracks, ruts, peeled or stained finishes and surfaces:
- Meets standards
- Critical: Potential trip hazard **Mark as failed
- Important: Media room – ceiling and/or wall holes/open penetrations were not repaired, and where required, fire stopped
- Important: Media room – ceiling and/or walls showed signs of peeling, bubbling, flaking paint, and/or other forms of deterioration
- Important: Media room – floor surface including tiles, carpet, or other types of flooring were not maintained free of holes, cracks, chips or other forms of damage
- Important: Media room – equipment such as TV, screen and other equipment did not appear to be in working order
- Important: Media room – sink faucets and/or sink pipes appeared to be dripping/leaking
- Needs Improvement: Media room – ceiling and walls were dirty and/or stained
- Needs Improvement: Media room – floors and floor coverings were dirty and/or stained
- Needs Improvement: Media room – furnishing were not maintained free of holes, stains and other forms of deterioration
- Needs Improvement: Media room – lighting may not meet code requirements (50 lux)
- Needs Improvement: Media room -appears incandescent bulbs are being used

67. Does this building have other types of resident accessible facilities (BBQ and/or lounge areas, pet washing station, Meeting rooms, etc.)? If yes then…

67a. Facility description and identification if the area is clean, secure and maintained in a non-deteriorated condition:
_____

Section: Building Documentation- Access to Information and Resident Files

68. Does this building have a leasing and/or administrative office at the building site (SOC-1.1)
- Yes
- No

69. Are resident files (physical copy) maintained at this site
- Yes
- No

70. Are resident files accessible (online) from this site:
- Yes
- No

71. Privacy Policy (RM 2.1) - A copy of the organization's Privacy Policy is available at the building for viewing
- Meets Standard
- Needs Improvement: Organization's Privacy policy was not available for viewing at the building

72. Privacy of Personal Information (RM 2.3) - Access to resident's personal information is restricted:
- Meets standard
- Important: Access to personal information was not restricted. (eg. No locked file cabinet, or restricted access to office area where files are kept)
- Important: Access to electronic resident files and information was not password protected
- Not verifiable: No access to personal information available at the building

73. Personal Information Storage & Destruction (RM 2.4) - Documents are stored and/or destroyed in a manner that ensures the protection of resident's personal information:
- Meets standard
- Important: Documents are not stored in a manner that protects personal information (cabinets not locked, computerized records password protected)
- Important: No evidence of shredder or other mechanism for securely destroying personal information no longer required
- Not verifiable: No personal information maintained at the building site

74. Resident Form Availability - Alternative Format (HR 6.1)- Forms/information are readily available at the building site to all residents, including in print and/or alternative formats for residents who do not want to use or cannot use online portal/forms:
- Yes - Meets Standard
- No - Does not meet standard

75. Resident Complaint Form - Availability (RM-8.3) - Resident complaint forms are readily available to all residents, including at the building site in a variety of formats:
- Meets standard
- Important: No resident complaint form in paper format readily available at the building
- Important: Access to the resident complaint form was only available on-line

76. Resident Maintenance/Service Request Form – Availability (RM-6.1) - Standardized maintenance/service request forms are accessible and readily available to all residents, 24/7, including at the building site in a variety of formats, and are used to document resident maintenance and service requests:
- Meets standard
- Important: No maintenance/ service request form in use
- Important: No maintenance/ service request form in paper (alternative format) format readily available at the building
- Needs Improvement: Access to the maintenance/ service request form was only available on-line
- Needs Improvement: Service/maintenance request forms are not readily available after hours

77. Resident Escalation (One-Up) Process Document - Availability (RM-6.3) - A document is readily available to residents that explains the Escalation (One-Up) Process that can be used when necessary:
- Meets standard
- Important: No document or information is readily available to residents at the building that explains the Resident Escalation (one-up) process
- Important: Information on the organization's escalation process is not included in the welcome package
- Needs Improvement: Information on the escalation process is only available online

78. Request for Assistance Form - Mobility Assistance List - Availability (RM 5.2 & OP 1.7) - A document/form is readily available and accessible to residents, including at the building site in a variety of formats, that provides residents with the opportunity to self-identify if they need assistance during an emergency or temporary shutdown of vital services and for updating this information:
- Meets standard
- Important: No evidence of process/means for residents to self-identify if they need assistance during an emergency and therefore should be added to the mobility assistance list
- Important: Request for Assistance Form is only available online
- Important: No evidence of process for updating information on the building's mobility assistance list
- Important: No evidence of when the lists were last updated
- Not verifiable: Evidence not maintained at the building

79 - Request for Update of Resident Emergency Contact Information - Availability (OP 3.1) - A document/form is readily available and accessible to residents, including at the building site in a variety of formats, that requests residents to update emergency contact information

- Meets Standard
- Important: No evidence that residents are asked for emergency contact information
- Important: No evidence that residents are provided with a form or means to update emergency contact information.
- Important: Residents can only update information online

80. Welcome/Move-In Package - Availability (RM-5.2) - The resident welcome/move in documentation package contains at least the following items: LTB form, fire safety information, request for emergency assistance/vital services disruption information, location of the building's waste/recycling facilities and information on what type of waste goes where, conservation tips, building smoking requirements, resident impact on indoor air quality, maintenance request procedures, Complaint/Maintenance Escalation (One-Up) Process, CRB Brochure, and CRB Green Brochure. In Toronto, a copy of the RentSafeTO brochure and latest RentSafeTO Score Rating must also be included in the orientation Move-in package:

- Meets standard
- Important: Move-in/welcome packages were not provided to residents
- Needs Improvement: Move-in package did not contain all required items
- Needs Improvement: Move-in/welcome package for Toronto residents did not include RentSafeTO required brochure and/or latest building evaluation score
- Not verifiable: Move-in package not available for viewing on site

81. Residential Tenancies Act (OP-1.4) - A current version of the RTA is available and maintained at the building site:

- Meets Standard
- Needs Improvement: No copy of the RTA was available to building staff (print or online)
- Needs Improvement: Copy of the RTA available at the building site was not current

82. Resident Files - A sampling of paper-based and/or online resident files indicates the availability and consistent use of mandatory and operational forms including: Resident Application Form (RM 3.1), Lease Agreement (RM 4.1), Move-in Inspection (RM 5.1), Notice of Entry to Suite (RM 10.1), Request for Emergency Assistance Information (OP-1.7), Resident Complaint Concern Information (RM-8.3), Resident Insurance (FRM-4.2), Resident Maintenance Requests (RM-6.2), Asbestos Notification (OP-15.5):

- Meets Standard
- Important: Standardized forms, documents and agreements do not appear to be used in resident files
- Important: Not all required forms/documents appear to be available in the resident file
- Not applicable: Resident files are not available for viewing at the building site

82a. The following forms are not available, consistently used and/or documented in the resident files, if any

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Section: Building Reports, Plans/Policies Required and Available at the Building

83. Annual Fire Inspection Report (OP -1.5) - An up-to-date Annual Fire Inspection Report completed by a qualified provider and that documents annual in-depth tests of the building's fire alarm system is available on-site:
- Meets standard
- Important: No copy of the Annual Fire Inspection Report was available at the building
- Important: Required Annual Fire Inspection Report was not current (completed/reviewed and signed within the past year)
- Important: No Annual Fire Inspection Report available. Fire Plan currently under review
- Needs Improvement: Annual Fire Inspection Report did not include information on in-depth testing undertaken

84. Annual Fire Inspection Certificate (OP-1.6) – An up to date and appropriately signed Annual Fire Inspection Certificate is available on site that confirms required inspection has been conducted and that no deficiencies exist:
- Meets standard
- Critical: No on-site evidence of an up to date and appropriately signed annual fire inspection certificate **Marked as failed
- Critical: No evidence that deficiencies noted had been addressed **Marked as failed
- Important: Annual Fire Inspection Certificate available at the building was not signed
- Important: Annual and current Fire Inspection Certificate not available. Fire Plan currently under review
- Needs Improvement: No evidence that the signed Fire Inspection Certificate was current (completed in the past year)

85. Asbestos Building Survey/Inventory (OP - 15.2) - An annually updated, survey and inventory of known or suspected Asbestos Containing Material that has been conducted to determine and record the condition of these materials is available at the building site.
- Meets standard
- Critical: No building specific survey/inventory of asbestos containing materials was available at the building site **Mark as failed
- Important: No evidence that the Asbestos Management survey was updated annually
- Important: No annual survey. Completion of Annual Asbestos Management Survey was underway
- Not applicable: Professional certification available onsite confirming that the building does not include any known asbestos-containing materials

86. Asbestos Management Report (OP -15.1 & OP - 15.2) - An annually updated, building specific Asbestos Management Report that includes the most recent survey and inventory of the building's asbestos containing materials is available at each building site
- Meets standard

- Critical: No documented Asbestos Management Report was available at the building site **Mark as failed
- Important: Asbestos Management Report did not contain required elements
- Needs Improvement: Asbestos Management Report not updated annually
- Not applicable: Professional certification confirming that the building does not include any known asbestos-containing materials is available onsite

87. Building Electrical Maintenance Plan (OP – 19.1) - A documented electrical maintenance plan developed in conjunction with a Licensed Electrical Contractor with a valid ECRA/ESA licence is available at the building site and at minimum identifies information such as the frequency and scope of work required to ensure electrical equipment remains safe and reliable, that ensures a clear maintenance schedule for each piece of equipment, as well as when more significant repairs will be required:
- Meets standard
- Critical: No Building Electrical Maintenance plan is available at the building site **Mark as failed
- Critical: No evidence that completed Electrical Maintenance Plan has been developed in conjunction with a LEC **Mark as failed
- Important: No Building Electrical Maintenance Plan is available, but is currently under development
- Needs Improvement: The Electrical Maintenance Plan does not include all required types of information

88. Building Electrical Contact Information (OP- 19.2) The name, and contact information for the Designated Master Electrician assigned by the LEC, is provided to each building site:
- Meets standard
- Important: No current/up to date information on the designated master electrician assigned to the building is available at the building site
- Important: Information on the designated master electrician assigned to the building is outdated

89. Building Emergency Plan (OP-2.1) - A documented Building Emergency Plan that contains regularly updated information on the processes and procedures for dealing with: evacuation, fire/fire alarm, flood/major water leak, loss of electrical power, loss of natural gas, natural gas leak, earthquake/tornado, major structural collapse, elevator entrapment, medical emergencies, as well as a site safety plan and media relations is readily available at the building:
- Meets standard
- Critical: No Building Emergency Plan has been developed *Mark as failed
- Critical: No Building Emergency Plan was available for viewing at the building *Mark as failed
- Important: Documented emergency plan available at site did not include all required information
- Important: No Building Emergency Plan however active development of a building specific emergency plan was currently underway
- Needs Improvement: No documentation to verify contact information and Building Emergency Plan has been updated in the past year

90. Building Vital Service Disruption Plan (OP - 2.2) - A Vital Service Disruption Plan (in Toronto and Mississauga) using the designated form is available on site to address preventative measures, processes and actions to be taken in an unplanned service disruption in vital services including hot and cold water, fuel, electricity, gas and heat at each building:

- Meets Standard
- Important: No Vital Service Disruption Plan is available at this Toronto or Mississauga based building
- Important: the Vital Service Disruption Plan that is available does not use the mandatory required form
- Needs Improvement: the Vital Service Disruption Plan does not cover all required services
- Not applicable: Building not located in Toronto or Mississauga

91. State of Good Repair Capital Plan (FRM-3.1**)** In Toronto and Mississauga, a state of good repair capital plan in a required format, that includes a five- year forecast of major building repairs and includes when different elements are expected to be replaced or updated, is available to residents within 60 days of receiving a request for a copy and to City officials immediately upon request:

- Meets standard
- Important: No state of repair capital plan is available to residents within 60 days of request
- Important: No state of repair capital plan is available at the building immediately upon request by a City official
- Important: The state of repair capital plan available at the building site does not use the required form

92. Workplace Violence and Harassment Programs (HR - 5.4) - Documented and regularly updated workplace violence and workplace harassment programs are implemented, maintained and available to staff at the building site:

- Meets standard
- Important: A documented program is not available at the building site that identifies measures and procedures for workers to report incidents of workplace harassment, how incidents or complaints of workplace harassment will be investigated and dealt with, how confidentiality will be maintained and how the results of the investigation will be communicated
- Important: A documented program is not available at the building site that identifies measures and procedures for workers to report incidents of workplace violence, how incidents or complaints of workplace violence will be investigated and dealt with, how confidentiality will be maintained and how the results of the investigation will be communicated
- Needs Improvement: No evidence is available that verifies annual review of Workplace Violence and Workplace Harassment program.

Section: Building Reports, Logs & Operational Forms - Viewable at the Building

93. Are operational logs/forms (paper or online) available at the building site for use by staff, contractors and/or for viewing by inspectors and other authorized personnel?

- Yes
- No

93a. Accident/Incident Report Form/Log (OP-10.1 & 10.2) - An Accident/Incident Report Form is available and is used to document injuries, incidents, suspicious activity, etc. that takes place at the building. At minimum this includes the date, time, location, nature of occurrence and victim/witness names:

- Meets standard: Paper Log/Form - at building
- Meets standard: On-line log/Form - Accessible/viewable from building site
- Meets standard: Form/log available at building in both paper and online formats
- Important: No waste management log available
- Important: Waste management log was available but not being completed
- Needs Improvement: Not all required information is available

93b. Building Electrical Maintenance Log/ Documentation (OP-19.5 & 19.6) – Records are available for viewing at the building site that record all actions taken to maintain the building's electrical system and to ensure compliance with the electrical maintenance plan:

- Meets standard: Paper Log - at building
- Meets standard: On-line - Accessible/viewable from building site
- Meets standard: Available at building in both paper and online formats
- Critical: No records/documentation showing actions taken to maintain the buildings electrical system and Electrical Maintenance Plan are available for viewing at the building ****Marked as failed**
- Needs Improvement: Not all required information is available

93c. Cleaning Log (Indoor & Outdoor) (OP-7.5) - A cleaning log is readily available and is being used to document the date, location and nature of scheduled and/or unscheduled cleaning performed on both indoor and outdoor common area elements and by whom:

- Meets standard: Paper Log - at building
- Meets standard: On-line log- Accessible/viewable from building site
- Meets standard: Available at building in both paper and online formats
- Important: No cleaning log available
- Important: Cleaning log was available but not being completed
- Needs Improvement: The cleaning log only addressed indoor common areas. Outdoor common areas were not addressed

93d. Complaint Form/Log (RM-8.1) - A Resident Complaint log is available that documents the date, nature of complaint, the name of the individual making the complaint, as well as the date(s) of actions taken to investigate and to work to resolve the issue:

- Meets standard: Form/Paper Log - at building

- Meets standard: On-line log/form- Accessible/viewable from building site
- Meets standard: Form/log available at building in both paper and online formats
- Important: Not Available
- Needs Improvement: Not all required information is available

93e. Contractor/Vendor Log (OP-7.5 & SOC-2.12) - A Contractor/Vendor log is available and is used to track outside contractors on-site, and to document work completed or in progress at the building. At minimum, this log identifies the date, time, name of contractor/vendor and purpose of the visit.
- Meets standard: Paper Log - at building
- Meets standard: On-line log- Accessible/viewable from building site
- Meets standard: Available at building in both paper and online formats
- Important: Not Available
- Needs Improvement: Not all required information is available

93f. Gym/Fitness Log (OP-16.12) - A record/log book of maintenance and repairs required and/or desired on gym/fitness equipment is maintained in the fitness area:
- Meets standard: Paper Log - at building
- Meets standard: On-line log- Accessible/viewable from building site
- Important: No log book identifying maintenance and repairs required and undertaken was available at the building site
- Not applicable: No gym/fitness area in the building

93g. Maintenance/Service Request Log (RM-6.2) - A Maintenance/Service Request log is available and being used to document the date, nature of service request, the name and unit number of the individual making the request, the date(s) of actions taken to investigate and to work to resolve the issue, as well as the name of the person who completed the investigations/work. This log also verifies maximum 2-day response time for non-emergencies and 24-hour response time for emergencies:
- Meets standard
- Critical: Log did not verify a maximum 24 hour-day response time for non-emergency repairs between when a request was received and when it responded to **Mark as failed
- Important: Maintenance/Service Request Log not available
- Important: Maintenance/Service Request Log was available but was not being used
- Important: Maintenance/Service Request Log did not contain all required information
- Important: Maintenance/Service Request Log did not contain information on service request and response time frames
- Needs Improvement: Log did not verify a maximum 2-day response time for non-emergency repairs between when a request was received and when it responded to

93h. Pest Inspections and Treatment Form/Log (RM - 7.5 & 7.6) - A form/log is used to document all building specific pest investigation and treatment activities (common area and unit) including the date and location of the treatment, if the investigation is proactive or reactive, recommended next steps, the nature of the treatment (if any) and the name of the pest operator completing the treatment:

- Meets standard: Paper Form/Log - at building
- Meets standard: On-line form/log- Accessible/viewable from building site
- Meets standard: Available at building in both paper and online formats
- Important: Not Available
- Needs Improvement: Not all required information is available

93i. Snow Removal & Salt Log (OP-10.1) - A snow removal and salt log is maintained at the building. At minimum, this log is current and identifies the date, time, as well as the type and location of actions taken and by whom:
- Meets standard: Paper Log available at the building
- Meets standard: Log available On-line - Accessible/viewable from building site
- Meets standard: Available at building in both paper and online formats
- Important: No Log is Available
- Needs Improvement: Not all required information is available
- Not verifiable: Due to the season, the snow and salt log was not being completed. Previous samples were not available for viewing

93j. Waste Management Log (ENV-7.2) - A waste management log that identifies the date and amount of garbage, recyclables, organic, hazardous, electronic and bulk waste disposed of from the building is being completed and is available at the building:
- Meets standard: Paper Waste Form/log - at building
- Meets standard: On-line waste log/Form - Accessible/viewable from building site
- Meets standard: Waste form/log available at building in both paper and online formats
- Important : No waste management log available
- Important: Waste management log was available but not being completed

Section: Poster and Documentation Display Requirements

94. Environmental Conservation Communications (ENV-10.1) - Tips, brochures, posters, etc. are posted and distributed to residents to encouraged participation in building-focused activities on how to reduce, energy, water and waste, to increase waste diversion and improve air quality in their building::
- Meets standard
- Important: No print-based information on energy, water or waste conservation and reduction strategies distributed to residents outside of information included in move-in package
- Needs Improvement: Only on-line information about conservation and sustainability strategies is available to residents

95. First Aid Station/Noticeboard (HR-2.5)**:** A first aid station is available that contains a first aid box, as well as a noticeboard that displays the Form 82 "In Case of Injury" poster, valid first aid certificates of qualification of the trained workers on duty, and first aid box inspection card:
- Meets standard
- Important: No first aid noticeboard was displayed
- Important: First aid noticeboard did not display all required items (Form 82 poster – In case

of injury, the valid first aid certificates of qualification of the trained workers on duty, and an inspection card)
- Important: No first aid kit was available at the first aid station

96. First Aid Box Inspection (HR - 2.5) - First aid station contains an inspection card identifying the name of the individual who conducted the first aid box inspection and verifying at least quarterly inspection:
- Meets standard
- Important: No first aid inspection card is available in the first aid box
- Important: No documentation/card available that verifies the first aid box is inspected
- Important: No documentation/card verifying first aid box is inspected quarterly

97. Occupational Health and Safety Act (HR-2.11): A copy of the Ontario Occupational Health and Safety Act (either a downloaded and printed copy of the Act or a copy of the "Green Book") is posted in a conspicuous place at the workplace:
- Meets standard
- Important: A copy of the Ontario Health and Safety Act was not posted at the workplace

98. Occupational Health and Safety Poster (HR-2.10): A copy of the Ontario Occupational Health and Safety Poster "Health & Safety at Work - Prevention Starts Here" is posted at the workplace:
- Meets standard
- Important: A copy of the Occupational Health and Safety Poster "Health and Safety at Work - Prevention Starts Here" was not posted at the building

99: Occupational Health & Safety Committee Members and Reports (HR - 2.3) - The names of the organization's Health and Safety Committee members or the name of the organization's Health and Safety Rep, as well as minutes of the organization's meetings or other documentation verifying safety inspections and contents of meetings are available for viewing at the building site.
- Meets Standard
- Important: No record/listing of organization's Health and Safety Committee Members or name of organization's Health and Safety Rep is available for review at the building site
- Important: No documentation such as organizational minutes of meetings, inspection reports are available for review by staff at the building site

100. Ontario Human Right Code Card/Poster (HR-1.5) - A copy of the Ontario Human Rights Code Card/Poster is on public display and readily viewable by both residents and employees:
- Meets standard
- Needs Improvement: No visual evidence at the building
- Needs Improvement: poster not viewable by both residents and employees

101. Ontario Human Rights Policy (HR 1.1) - A copy of the organization's Human Rights Policy is posted for employees to view and access
- Meets standard
- Needs Improvement: No visual evidence of posted organizational Human Rights Policy

102. Organization's Health and Safety Policy (HR-2.1): - A documented health and safety policy updated within the past year is posted at the building:

- Meets standard
- Important: No copy of the Health and Safety policy was posted in the workplace
- Needs Improvement: No evidence that posted Health and Safety policy was reviewed/updated annually
- Not applicable: Not required to have a written health and safety policy

103. Safety Data Sheets Index (HR-4.3 & HR-4.4) - A listing (index) of all Safety Data Sheets (SDS) for hazardous products used in the workplace is available at the building site. Associated SDS are readily accessible and viewable to building staff where the hazardous material is located:

- Meets standard
- Critical: Safety Data Sheets were not readily available and/or accessible to building staff **Mark as failed
- Important: No index of Safety Data Sheets was available or accessible at the building site
- Important: Safety Data Sheets did not appear to be up to date (dates more than 3 years ago)

104. Workplace Violence & Harassment Policy (HR-5.2 & 5.5): Documented and annually reviewed Workplace Violence & Workplace Harassment Policies are posted in the workplace:

- Meets standard
- Important: No copy of the Workplace Violence & Workplace Harassment Policy was posted
- Needs Improvement: No evidence that Workplace Violence & Harassment policy was annually reviewed, and as appropriate updated and posted in the workplace
- Not applicable: Not required to have a written Workplace Violence & Harassment policy

105. WSIB Poster (HR-2.9) - WSIB "In case of Injury ("1234") - Form 82 poster, is posted in conspicuous places that all employees can easily access, in addition to placement on First Aid Noticeboard:

- Meets standard
- Important: In case of injury - Form 82 poster was not evident on site
- Important: In case of Injury - Form 82 poster was only posted on the first aid board
- Needs Improvement: View of In case of injury - Form 82 poster was partially obscured

PAGE: Building Focused Uploaded/Dropbox Documentation

Section: Human Resource Standards - Uploaded Building Documentation

106. Accessible Customer Service Training Availability (HR - 6.2) - Training records verify all employees have been trained on how to interact and communicate with residents and other individuals with a range of disabilities and how to deliver accessible customer service:
- Meets standard:
- Important: No building specific training log/records verifying completion of Accessible Customer Service training by all building staff are available
- Important: Records uploaded do not confirm all building staff have completed required Accessible Customer Service training
- Needs Improvement: Training logs available do not provide required information on when the training was provided as well as material covered

107. Asbestos Awareness Training (OP-15.4) - A training log that documents who has completed required asbestos awareness training and when, is available:
- Meets standard
- Important: No training logs or other documentation is available to verify building staff have received requisite asbestos training.
- Important: Not all required staff have received asbestos training.
- Not applicable: Training not required. No asbestos at site

108. Electrical Maintenance and Repair Training (OP-19.3) - Training records are available that document training provided to employees on their role and responsibilities in relation to electrical maintenance and repairs:
- Meets standard
- Important: No records/other documentation are maintained   that identify training provided to employees on electrical maintenance and repair roles and responsibilities
- Important: Training on roles and responsibilities in relation to electrical maintenance and repairs is not provided to employees

109. Supervisor Basic Occupational Health and Safety Training (HR - 2.4) - Documentation that verifies Supervisory staff have received required basic health and awareness training such as Supervisor Health and Safety Awareness in 5 steps is available:
- Meets standard
- Critical: No training log/records verifying supervisory staff have taken requisite Health and Safety Awareness Training were uploaded to building specific folders. **Marked as failed**
- Needs Improvement: Training log/records for supervisory staff did not include all required information (name, who delivered training and when)

110. Worker Basic Occupational Health and Safety Training (HR - 2.4) **-** Documentation verifying building staff have received Basic Occupational Health and Safety Training such as Health and Safety Training in 4 steps is available**:**

- Meets Standard:
- Critical: No training log/records verifying building staff have taken requisite Health and Safety Awareness Training were uploaded to building specific folders **Marked as failed
- Needs Improvement: Training log/records for building staff did not include all required information (name, who delivered and when)

111. WHMIS Training (HR - 4.2) - Records confirming all building staff have received current WHMIS education and site-specific training are available. Documentation includes who received training, when and what was covered:

- Meets standard:
- Critical: No building specific training log/records verifying each building's staff have received WHMIS education have been uploaded **Marked as failed
- Critical: No building specific training log/records verifying each building's staff have received site specific training have been uploaded **Marked as failed
- Important: Records uploaded do not verify all building staff have completed required WHMIS education and site-specific training

112. Workplace Violence, & Harassment Training (HR - 5.6 and 5.7) - Records verifying building staff have received information and training on the organization's workplace violence, harassment and bullying policies and programs are available:

- Meets standard:
- Critical: No building specific training log/records verifying completion of training on the organization's workplace violence, harassment and bullying by staff have been uploaded **Marked as failed
- Important: Training logs/records uploaded do not verify training has been provided on both workplace harassment, as well as workplace violence
- Important: Records uploaded do not verify all building staff have completed required workplace violence, harassment and bullying training

113. HVAC Contract (OP-12.1 & ENV-5.1) - A contract with an TSSA licensed professional for preventive and on-going maintenance and repair of HVAC equipment is available for the building:

- Meets standard
- Important: No contract with a TSSA licensed professional covering HVAC equipment is available for the building
- Important: No preventative maintenance for HVAC covered by contract. Contract only for on-going maintenance.

114. Pest Management Contract (RM - 7.3) - A contract with a licensed pest management provider is in place for each building:

- Meets Standard
- Important: A contract with a licensed pest management provider is not available covering each building site

115. Certificate of Insurance per Building (FRM-4.1) - A current dated Certificate of Insurance is available per building verifying liability and building insurance at least at minimum levels required.
- Meets standard
- Important: No current dated Certificate of Insurance is available per building
- Needs Improvement: Certificate of Insurance does not verify minimum level of coverage as required by the standard

116. Environmental Monitoring Data (ENV-3.1) - At minimum, comparative monthly water, energy (electricity and gas) and waste consumption/usage, and cost data is available, per building, in spreadsheet/or other format so that performance data can be monitored and reviewed:
- Meets standard
- Important: No comparative monthly water, energy and waste consumption/ usage data is available for the building
- Needs Improvement: Comparative monthly building specific usage data is not available for waste
- Needs Improvement: Comparative monthly building specific usage data is not available for water
- Needs Improvement: Comparative monthly building specific usage data is not available for gas
- Needs Improvement: Comparative monthly building specific usage data is not available for electricity

117. Environmental/ Sustainability Related Information (ENV-10.1) - Information on the building's specific environmental targets, activities or other tips and information is distributed to residents
- Meets standard
- Important: Residents are not provided with or apprised of the availability of information on environmental priorities, targets and tips
- Needs Improvement: Organizational targets, priorities and tips are made available to residents, but no building specific information is furnished.

118. Environmental Building Specific Waste Management Targets and Policy (ENV-7.1) - Each building has its own waste policy and building specific targets:
- Meets standard
- Important: No building-specific waste diversion target has been identified
- Needs Improvement: No waste policy that takes into consideration specifics of each building is available.

119. Environmental Water Saving Communications for Residents (ENV-6.8) - General, as well as building specific tips and strategies for residents on water conservation, as well as the importance of reporting water leaks is readily available to residents:
- Meets standard
- Important: Residents do not appear to receive information on the importance of reporting water leaks or drips
- Needs Improvement: Residents do not appear to be provided with water conservation tips