



CANADIAN CERTIFIED RENTAL BUILDING™ PROGRAM

Documentation and Posting Requirements at the Building Site

REPORTS/PLANS REQUIRED TO BE AVAILABLE AND LOCATED AT THE BUILDING SITE	Standard of Practice	Location	Available Y/N/NA
<ul style="list-style-type: none"> Asbestos Survey/Inventory (Annually Updated) Asbestos Program Report - updated Building Emergency Plan Building Electrical Maintenance Plan Capital Management Plan/Budget Elevator Maintenance Control Plan & associated Maintenance Log (Per Elevator) Elevator Licenses (current) Fire Safety Plan – Annually updated Fire Safety Plan HR Resources Audit- Updated at least annually Fire Safety Current Annual Inspection Report Fire Safety Current Annual Certificate Roof Anchor Inspection Report (Annually Updated) Workplace Bullying and Harassment Procedures for reporting incident 	OP - 15.3 OP – 15.1 OP – 2.1 OP – 19.6 FRM – 3.1 OP – 13.2 & 13.6 OP – 13.4 OP – 1.2 OP – 1.2 OP – 1.5 & 1.6 OP – 1.5 & 1.6 OP - 14.3 HR – 5.2	On-site On-site On-site On-site On-site/on-line Elevator Machine Room Elevator Machine Room Fire Plan Box Fire Plan Box On-site/on-line On-site/on-line By roof entrance On-site	

LOGS/ ITEMS REQUIRED TO BE AVAILABLE AND USED AT SITE	Standard of Practice	Location	Available Y/N/NA
<ul style="list-style-type: none"> Boiler License/operating permit for each boiler is available Boiler Log (Updated Daily – located in boiler room) Fire Log Book (completed and up to date with daily, weekly, monthly, quarterly tests, check and inspects including fire drills) Mobility Assistance/Vital Services Disruption List (including evidence updated monthly) Pool/Spa Log of required cleaning, maintenance and safety test/inspections – completed daily Roof Anchor Log (where applicable) 	OP – 12.6 OP – 12.3 OP – 1.4 OP – 1.7 OP - 16.5 OP – 14.3	Boiler Room Boiler Room Fire Panel Room Fire Plan Box Pool Area By roof entrance	



CCRBP - Documentation and Posting Requirements at the Building Site

POSTERS/ ITEMS REQUIRED TO BE DISPLAYED AT SITE	Standard of Practice	Location	Available Y/N/NA
• Cleaning Plan/Schedule (posted for residents and employees)	OP – 7.4	Noticeboard	
• Emergency Contact Information for Owner/PM 24/7	RM – 1.2	Entranceway	
• Environmental conservation/Waste Management Posters	ENV – 10.1	Noticeboard/Chute Room/Waste Area	
• Eye wash stations (eg. Boiler room, compactor room, cleaning room and/or any place chemicals or items may damage the eyes – 10 second – 55 feet rule)	HR – 2.8	All locations where required	
• First Aid Noticeboard (throughout work site, posted notice of location of first aid supplies, location and phone number of first aid attendant so readily viewable by employees)	HR – 2.5	On-site	
• First Aid Kits (with documentation showing contents have been reviewed for completeness)	HR – 2.5	All locations where required	
• Human Rights Poster displayed for residents and employees to see	HR - 1.5	On-site	
• Occupational Health and Safety Act and OHS Regulations posted/ readily viewable by employees	HR – 2.11	On-site	
• Occupational Health & Safety - WorkSafe Saskatchewan – Know your Rights at Work poster – current version displayed/posted for employees	HR - 2.10	On-site	
• Occupational Health & Safety - Name(s) of health and safety representative and means of contacting them by phone/email posted	HR – 2.3	On-site	
• Organization's Health and Safety Policy (annually updated) displayed/posted at site for employees to see	HR – 2.1	On-site	
• Roof Anchor Diagram (where applicable - displayed at each entrance to roof)	OP – 14.4	Roof Entrance	
• Safety Data Sheets (not more than 3 years old) and readily available/ accessible in area where chemicals are located	HR – 4.3 & 4.4	All locations where required	
• Workplace Bullying and Workplace Harassment Policy posted for employees to see	HR – 5.5	On-site	
• Workplace violence Policy posted for employees to see	HR - 5.5	On-site	
• WCB Poster – Injured at work Poster posted/displayed for employees	HR – 2.9	On-site	



FORMS REQUIRED TO BE AVAILABLE/ACCESSIBLE TO RESIDENTS AT BUILDING SITE (If primarily available online in resident portal or via other online means, alternative/paper form should still be readily available (24/7) at site)	Standard of Practice	Location	Available Y/N/NA
• Complaint Form	RM – 8.3	On-site	
• Maintenance Request Form	RM – 6.1	On-site	
• One- up (Escalation) policy/information/form	RM – 8.3	On-site	
• Request for Assistance Form – Mobility Assistance List	RM – 5.2 & OP 1.7	On-site	
• Request for Assistance Form – Vital Services Disruption	RM -5.2 & OP 2.2	On-site	
• Request for Update of Resident Emergency Contact Information	OP – 3.1	On-site	



**CANADIAN CERTIFIED RENTAL BUILDING PROGRAM
DOCUMENTATION REQUIREMENTS
BUILDING SPECIFIC DOCUMENTATION**
(If the following items are maintained electronically, if preferable,
a ZOOM meeting can be arranged to view these items
online vs at the building site)

LOGS OF BUILDING SPECIFIC INFORMATION THAT SHOULD BE AVAILABLE FOR VIEWING AT BUILDING SITE UPON REQUEST	Standard of Practice	Location	Available Y/N/NA
• Accident Reporting Log	OP 10.1	On-site/on-line	
• Cleaning Log	OP 7.5	On-site/on-line	
• Complaints Log	RM 8.1	On-site/on-line	
• Fitness Equipment Log	OP 16.12	On-site/on-line	
• Incident Reporting Log	OP 10.1	On-site/on-line	
• Pest treatment/Inspection Log	RM 7.5 & 7.6	On-site/on-line	
• Snow/ Ice Log	OP 10.1	On-site/on-line	
• Waste Log	EMV 7.2	On-site/on-line	

BUILDING/RESIDENT SPECIFIC INFORMATION THAT SHOULD BE AVAILABLE FOR VIEWING UPON REQUEST	Standard of Practice	Location	Available Y/N/NA
• Asbestos Letter to residents	OP 15.5	On-site/on-line	
• Annual Suite Inspection Form	OP 5.1 & 5.3	On-site/on-line	
• Building Inspection Form (Monthly indoor/outdoor inspections)	OP 6.2 & 6.3	On-site/on-line	
• Move in/ move out Inspection report	RM 5.1	On-site/on-line	
• Notices to residents – Disruption in Service	RM 10.2	On-site/on-line	
• Notices to Residents – Capital Repairs/Work	RM 10.1	On-site/on-line	
• Staff Training Records (Accessible Customer Service, WHMIS, Occupational Health and Safety, Workplace Violence and Harassment, etc.)	HR 24, 6.2	On-site/on-line	