



# Scott Manor House Facilities Manual

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# Scott Manor House Facilities Manual

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## Section 1 – Abbreviations Used within this text.

BBU – Battery Back Up

FSF – Fort Sackville Foundation

HRM – Halifax Regional Municipality

PM – Preventive Maintenance

PPE – Personal Protective Equipment

SMH – Scott Manor House

WHMIS – Workplace Hazardous Materials Information System

## Section 2 – Introduction

The Scott Manor House Facilities Manual was developed by the Fort Sackville Foundation for your specific use while at the Scott Manor House (SMH).

It is intended to promote, create and maintain a healthy, safe and secure environment.

This manual provides the user with basic knowledge of the equipment and facilities associated with the site.

Applicable to all users of the site, the **Fort Sackville Foundation Property Use Regulations**, a document which is attached to the License to Occupy, and given to other users of the SMH, is found in the appendices, as Document 10.4.

### Section 3 – Distribution List

	OWNER	Number of Copies
Copy #1	Content Manager - the House Coordinator	1
Copy #2	Scott Manor House	1

**NOTE 1:** Copy #2 is NOT to be removed from the SMH. It is to remain in Room 100.

**NOTE 2:** Do NOT remove pages from either of the manuals. Photocopying is permitted.

## Section 4 – Record of Amendments

### Revision Procedure:

This procedure has been developed to maintain this manual as a reliable source of information and to keep the revision process manageable. The five steps in this process are as follows:

Step 1 – When a revision to this manual is requested, a revision request form must be completed. This form is found in Appendix, Section 10.1.

Step 2 – Once the form is filled out, it must be returned to the Content Manager for review.

Step 3 – Once the review process is complete, the online Manual copy will be updated. The Content Manager then updates Copy #1 and Copy #2 with the new revision.

Step 4 – Content Manager updates Record of Amendments Section 4.

Step 5 – The completed manual revision form will be retained by the Content Manager for a period of one year, after which it will be destroyed.

### Record of Amendments

Remove Pages	Add Pages	Inserted By	Date

## Section 5 – Personnel Contact List

### Emergency Phone Numbers

To report a crime in progress, a fire, a heart attack, a serious injury, or any situation where there is immediate danger to life or property:

**DIAL 9-911**

### Non-Emergency Phone Numbers

Contacts		
Grounds Coordinator	Steve Corbin	902-404-0883
House Coordinator	Graham Lindsay	902-943-7899
Chair FSF	Debbie Miller	902-221-6486

## Section 6 – The Scott Manor House Site

### 6.1 – The Grounds

This section describes the layout of the grounds. The area of the site consists of approximately 3 acres, and includes the property once occupied by Fort Sackville, a 1750's era British Army fort. The site is owned by the HRM and operates as a park. Two buildings occupy the site: the Scott Manor House and the Carriage House. The buildings are leased by the Fort Sackville Foundation. Residential housing and apartments surround three sides of the site, with the CNR rail line bordering from the north. The main entrance to the site is at 15 Fort Sackville Road and it is both the entrance and the exit.

### 6.2 – The Carriage House

The Carriage House, which does not have heritage designation, is situated on the right as you enter the Main Entrance to the site. Its primary function is for storage. The following items are in storage:

- Tools and equipment for grounds keeping
- Portable AC units for Scott Manor House
- Storm windows for Scott Manor House
- Additional chairs for meeting purposes
- Surplus storage cabinets
- Recreational equipment, Quoits

Note: Up to 12 litres of gasoline, and up to 4 litres of mineral spirits are stored in this location in a CSA approved container.

The Carriage House can be entered from the door on the north-east side as well as the garage door, and must be locked when not in use.



### 6.3 – Scott Manor House

Scott Manor House is a registered provincial and municipal heritage property, owned by the Halifax Regional Municipality and managed by the Fort Sackville Foundation, a local Bedford history group and registered charity.

This wonderful old home is the only full two-and-a-half story gambrel-roofed colonial building in Nova Scotia, and possibly in Canada. The house has two lateral wings. Visible in the attic are the two wishbone chimneys where the flues from nine fireplaces (five in the east chimney and four in the west) join to permit smoke to exit above the roof. Original hand-hewn beams and attic floor boards remain, as does the original kitchen fireplace and bake oven. There is a full fieldstone basement which also contains some original-construction material.

This unique house offers permanent and weekly exhibits, Bedford family histories, a reading room featuring local history and archaeology, a photo collection, and special summer events. This facility is wheelchair accessible on the ground floor only.

#### **Building Layout:**

The following is a list of all the rooms located in the Scott Manor House. The list includes room location and a short description of its function. Refer to Section 6.6 for floor plans for each level.

<b>Room Number</b>	<b>Location</b>	<b>Description</b>
R000	Cellar	Utilities, Storage – open to members of the public who are escorted
<b>Room Number</b>	<b>Location</b>	<b>Description</b>
R100	Main Entrance	Lobby Area, Display
R102	1 <sup>st</sup> Floor	1700 Kitchen, Displays
R102A	1 <sup>st</sup> Floor	Storage
R103	1 <sup>st</sup> Floor	Cleaning Supply Storage
R104	1 <sup>st</sup> Floor	Meeting, Display Area
R105	1 <sup>st</sup> Floor	Rear Entrance Area
R105A	1 <sup>st</sup> Floor	Gender Neutral and Wheelchair-Accessible Washroom
R106	1 <sup>st</sup> Floor	Kitchen Facilities
R107	1 <sup>st</sup> Floor	Tea Room, Display Area
R108	1 <sup>st</sup> Floor	Parlour, Display Area
<b>Room Number</b>	<b>Location</b>	<b>Description</b>
R200	2 <sup>nd</sup> Floor	Stairwell and Landing
R201	2 <sup>nd</sup> Floor	Office and Computer – not open to the public

R202	2 <sup>nd</sup> Floor	Bedford Room – Meetings, Displays and Reading Area
R202A	2 <sup>nd</sup> Floor	Visible-to-the-Public Storage
R202B	2 <sup>nd</sup> Floor	Storage – not open to the public
R202C	2 <sup>nd</sup> Floor	Storage – not open to the public
R203	2 <sup>nd</sup> Floor	Gender-Neutral Washroom and Storage Closet
R204	2 <sup>nd</sup> Floor	Maps and Archives
R204A	2 <sup>nd</sup> Floor	Storage – not open to the public
R205	2 <sup>nd</sup> Floor	Christie Room – Reading and Research
R205A	2 <sup>nd</sup> Floor	Storage – not open to the public
<b>Room Number</b>	<b>Location</b>	<b>Description</b>
R300	Attic	Work Area and Displays
R300A	Attic	Storage – not open to the public
R300B	Attic	Storage – not open to the public
R300C	Attic	visible-to-the-public Storage
R300D	Attic	Storage – not open to the public
R300E	Attic	visible-to-the-public Storage
R300F	Attic	Storage – not open to the public

### Floor Plans

The following is a list of drawings and floor plans associated with the Scott Manor House site.

The details listed below can be found on the floor plans.

- Room Numbers
- Emergency Equipment
- Utility Locations
- Emergency Exit Locations

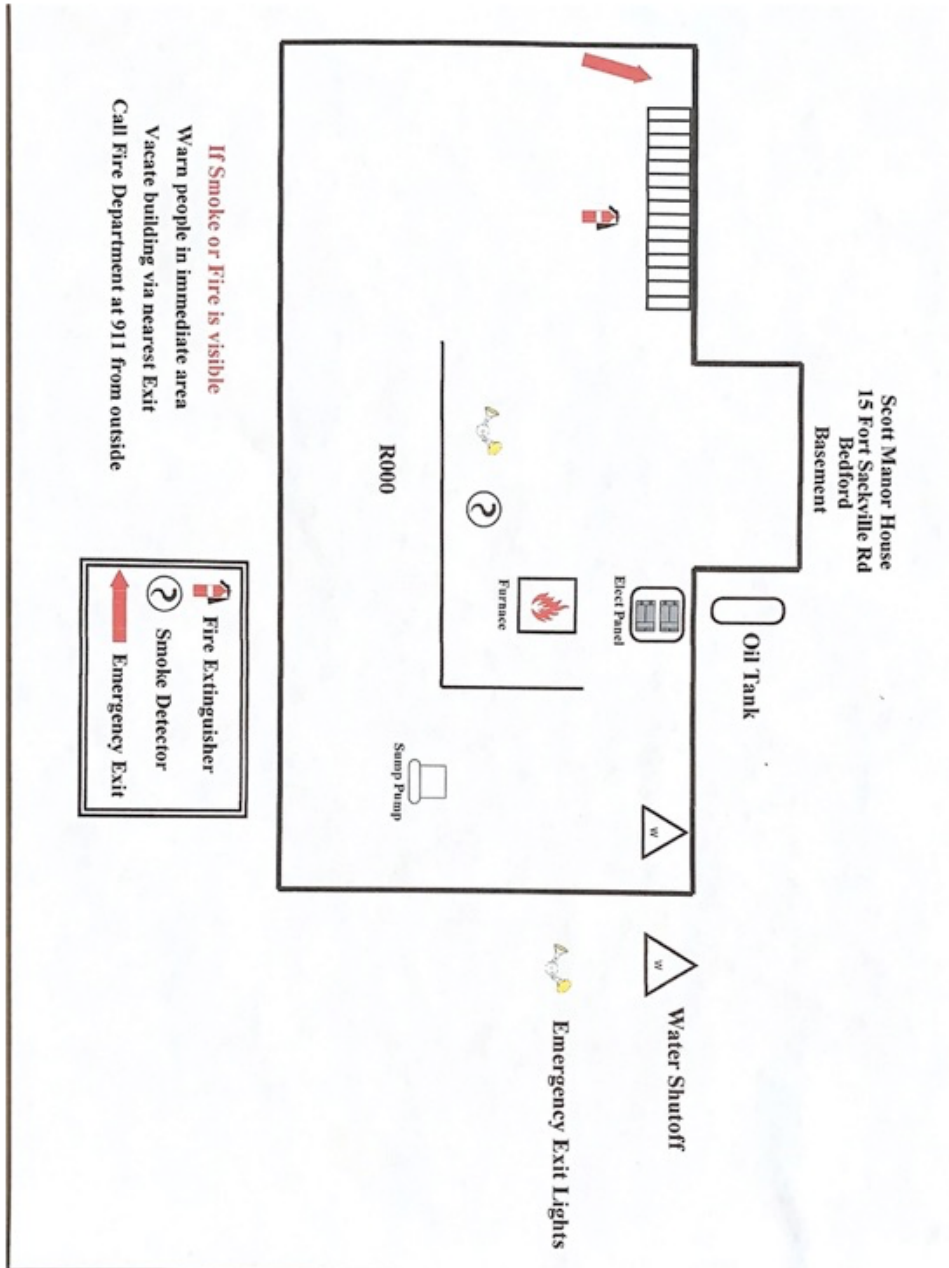


Figure 6.3.1 — Cellar – Storage and Utilities Spaces

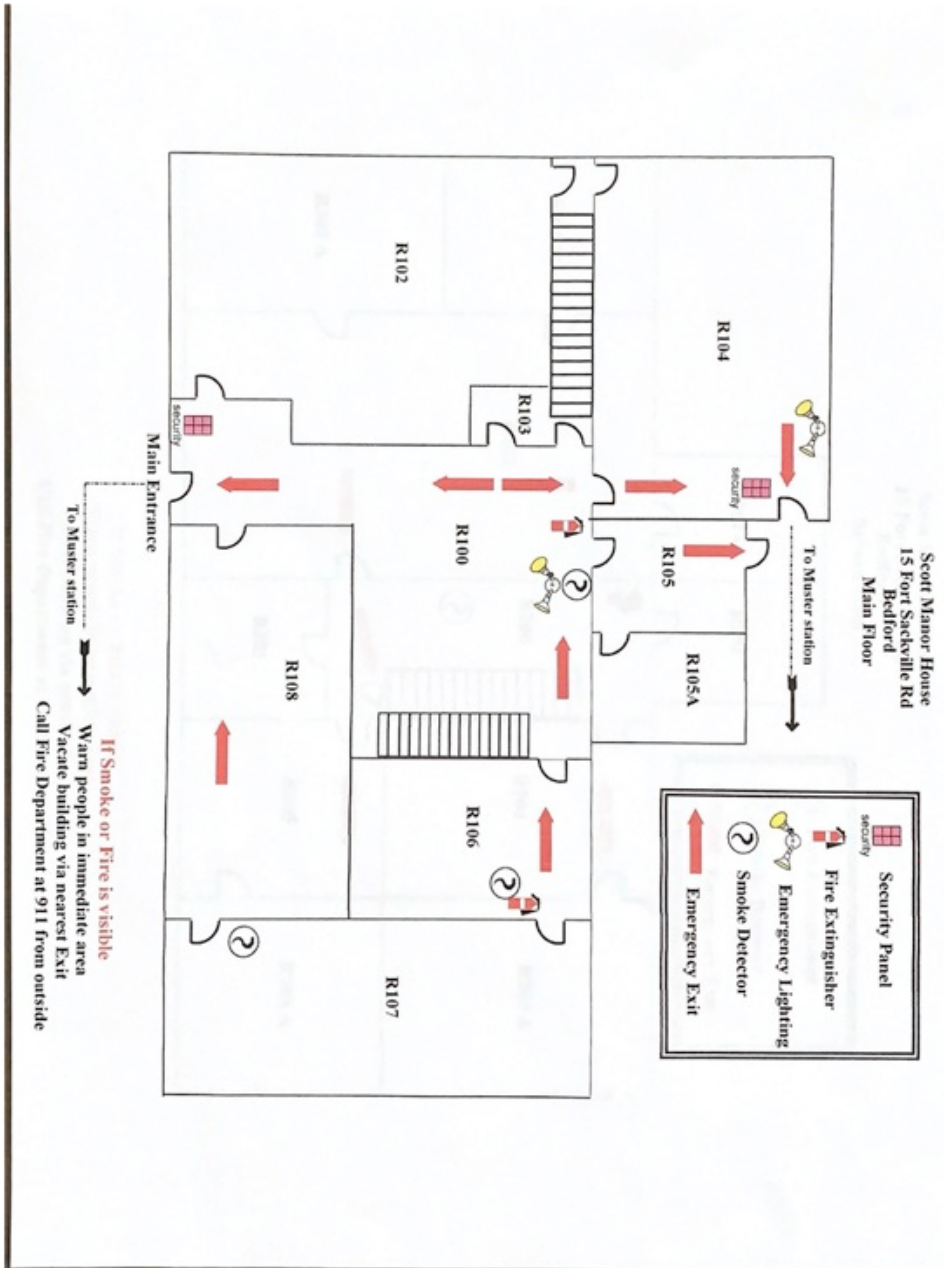


Figure 6.3.2 — First/Main Floor – Presentation Spaces

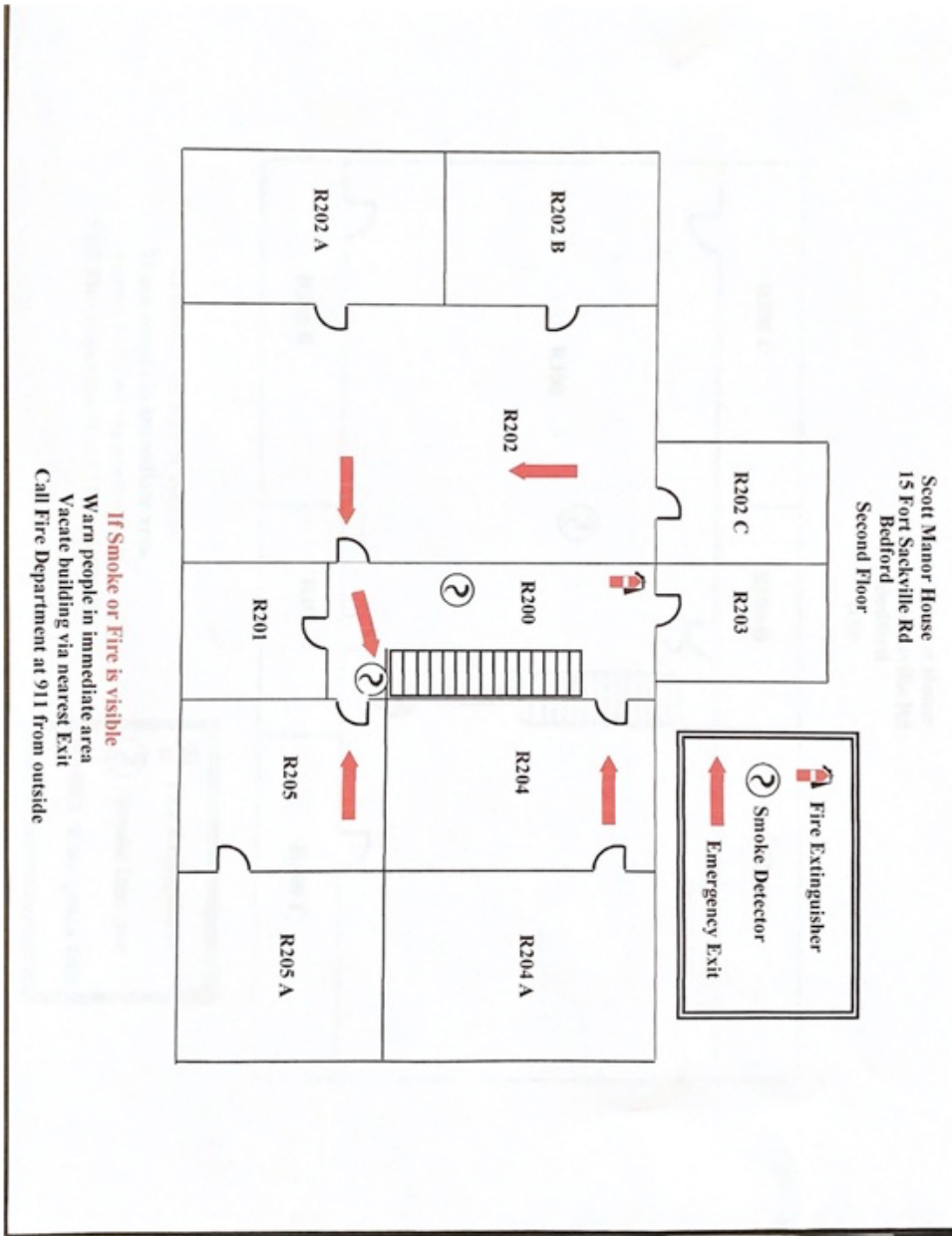


Figure 6.3.3 — Second Floor – Offices and Presentation Spaces

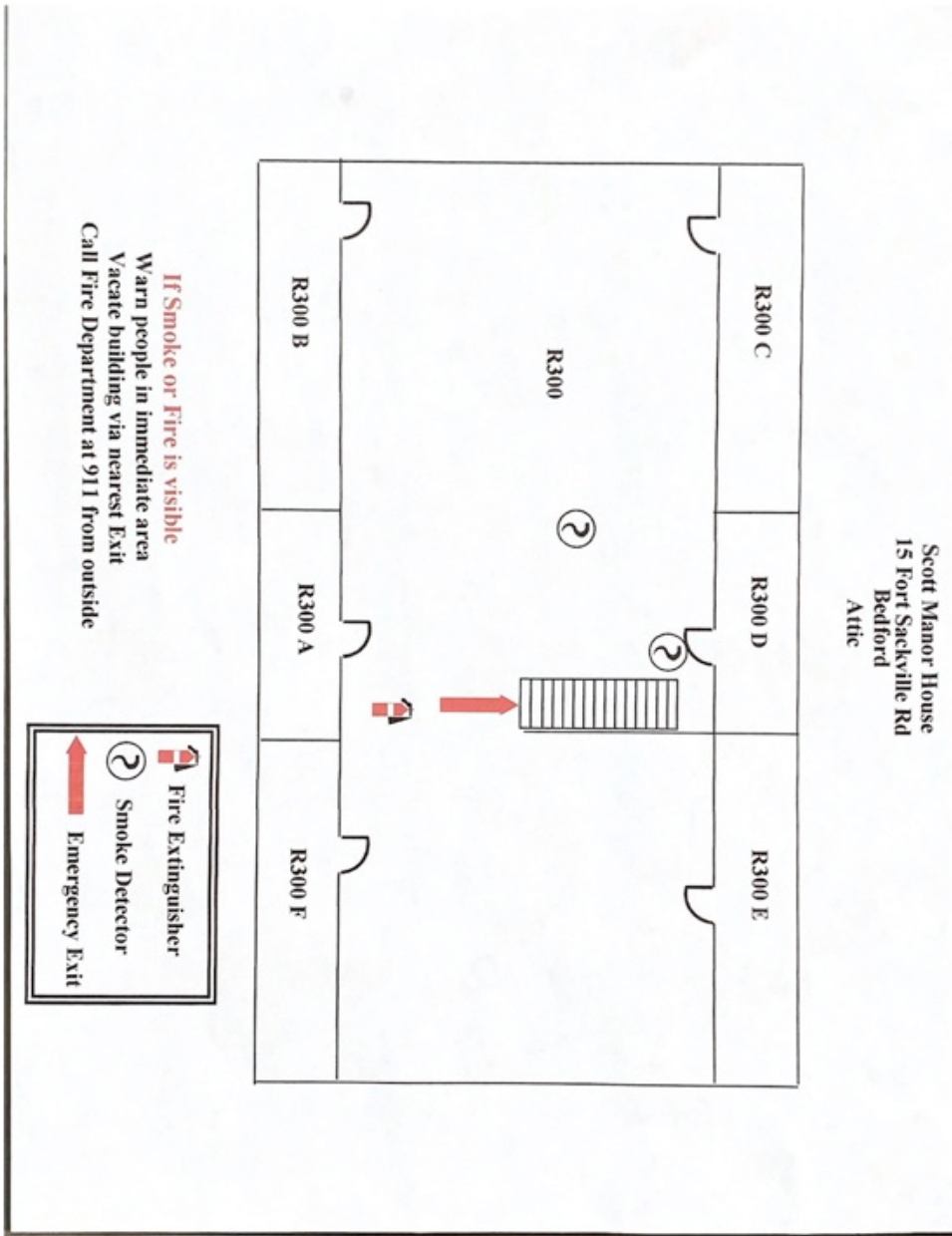


Figure 6.3.4 – Third Floor – Attic Spaces

#### 6.4 – Use and Activity Restrictions

For protection and preservation of this heritage property, and to reduce otherwise unnecessary maintenance, no nails, pins, staples or adhesives of any kind, even temporary 'non-damaging' adhesives, may be used within the Scott Manor House on any walls, floors or ceilings.

The use of any paint inside Scott Manor House, other than for building maintenance purposes, is heavily restricted. Those restrictions are listed in Document 10.4, as attached to this manual.

As part of the fire regulations, no flammable liquids or gases may be stored within the Scott Manor House. Limited quantities may be stored in the Carriage House.

## 6.5 – On-Site Parking

There is limited parking available at the Scott Manor House site. The number of parking locations vary from 8-10, depending on the size of the vehicles.

The parking locations are as follows:

- 3 in front of the Carriage House
- 2 handicapped parking, indicated by signage on the north side of SMH
- 5 on the south-west side of SMH

Parking is **prohibited** at the following locations:

- All lawn and walkway areas
- Both roadways leading into and exiting the site. Roadways must be left clear at all times for emergency and service vehicles

On-street parking is available on Fort Sackville Road on the eastern side of the site. During the winter months, on-street parking may be restricted. Call 311 for details.



## Section 7 – Safety

### 7.1 – Common Safety Considerations

No safety rule is a complete substitute for common sense; nor can safety rules or procedures, be devised to cover every situation that may occur. Good judgement must be used in every situation.

Listed below are some common safety considerations:

1. Safety is everyone's responsibility!
2. Report any hazardous condition that might injure any person or property. This hazard must be pointed out to any individual in the area. If you can reduce the hazard without risk or injury to yourself, do so immediately.
3. When going up or down stairs, use the handrail.
4. Report spills of water or other liquids, as well as excessive dust, dirt or debris on floors that could cause someone to slip.
5. When walking around the site, stay on walkways to avoid exposed roots, holes or other obstacles.
6. Never leave filing cabinet drawers open.
7. Do NOT put broken glass or sharp objects in trash cans. Wrap these items in paper and secure before disposal.
8. Do not leave electrical cords exposed on floors of offices or other work areas.
9. Ensure that emergency exits are kept clear of obstructions at all times.
10. Ensure that deadbolts on emergency exits located in R104 and R105 are unlocked when the building is occupied. This will allow for a quick exit if an emergency situation occurs.

## 7.2 – Safety Equipment

### Introduction:

This section will list all the safety equipment located at Scott Manor House and their function. It also lists their location and the PM (Preventive Maintenance) schedule for each device. The PM schedule consists of a series of maintenance requirements that will improve equipment life, thus improving equipment reliability.

Note 1: Refer to Figures 6.1 through 6.4 for the location of safety devices.

Note 2: Refer to HRM Facility Monthly Inspection Report for PM checklist for each device.  
Section 10.2

### List of Safety Devices:

DEVICE	FUNCTION	PM CHECKS
Eye Wash Bottles	flushing contaminants from eyes	Yes
Emergency Lighting	backup lighting	Yes
Fire Exit Signage	fire evacuation facilitation	Yes
Fire Extinguisher	fire-fighting tools	Yes
First Aid Kit	emergency and non-emergency first aid	Yes
Smoke Detectors (note that there are some older, inactive smoke detectors within the house that have been operationally replaced by newer, separate installations)	detection of smoke	Yes

## 7.3 – Fire Safety Plan

### **Introduction:**

The purpose of a Fire Safety Plan is to enhance and maintain the safety of Scott Manor House with respect to potential fires, by assessing the site for fire risks, developing measures to address potential fire issues and formalizing responses to fire-related incidents.

### **Fire Safety Plan Components:**

Included in the Fire Safety Plan are the following components:

1. Licensee information.
2. Measures to be taken to minimize the likelihood of a fire at SMH.
3. Emergency procedures for responding to a fire.
4. Procedures for determining if a fire should be fought.
5. Measures to be taken to train volunteers in the measures, procedures and circumstances described in the plan.

**The Fire Safety Plan is a separate document located behind the main entrance door in R100.**

The Fire Safety Plan must NOT be removed from R100 or the Scott Manor House.

### **Fire Alarm Emergency Instructions:**

1. Familiarize yourself with Section 9 of the Fire Safety Plan. In the event of a fire emergency, this will serve as a quick reference for effective action.
2. A practice Fire Alarm will be conducted once per year (normally in June as part of summer staff training) by the House Coordinator.
3. The Fire Alarm Log can be found in the back section of the Fire Safety Manual.

#### 7.4 – Emergency Evacuation Plan

The Scott Manor House has a formal evacuation plan that can be implemented in case of fire or other emergencies.

Fire evacuation plans are posted at all emergency exits. The plans include alarm systems, a detailed evacuation map, Muster Station, emergency lighting, First Aid Kit location, fire extinguishers and other emergency equipment. Fire is the most common disaster to which an emergency evacuation plan is applied. This evacuation plan creates a method by which individuals can leave the Scott Manor House quickly and calmly, thereby, minimizing the risk of possible injury.

Once everyone has evacuated the building, they must assemble at the Muster Station located at the Main Entrance to the site (15 Fort Sackville Road).

A Muster Station is an area where all individuals are to assemble after evacuating a building due to an emergency. Once at this location, an accounting of all individuals is conducted. All individuals must remain at this location until emergency response personnel arrive.

## 7.5 – Power Failure Actions

The purpose of this section is to prepare staff or individuals using the Scott Manor House facilities for a power failure.

Electrical power to SMH can either fail as an isolated incident (e.g. tripped circuit breaker) or as part of a larger event (regional power outages or a natural disasters). When power failures occur, health and safety issues are of concern. This section will discuss actions that must be taken if such an emergency occurs. It is important to note that SMH does NOT have an emergency generator.

### **Total Power Failure**

The following is a list of processes and equipment that will be affected by a total loss of power.

- **Loss of Lighting** – emergency lighting is supplied in R000, R100 and R104. Emergency lighting is available for approximately 1-2 hours depending on battery life.
- **Shutdown of Furnace** – total loss of heating and domestic hot water system located in R000.
- **Loss of Phone Service** – landlines located in R106 and R201 will not be usable.
- **Loss of Computer System and Internet** – located in R201.
- **Water Supply** – will be maintained as SMH is supplied by Halifax Water. Halifax Water has a backup pump system if there is a regional power disruption. Water will be available for the flushing of toilets and cold-water supply only.
- **Fire Alarm System** – the only fire alarm system is built in to the security system.
- **Smoke Alarm System** – will be maintained in the short term, as it is mains powered but has a small replaceable backup battery.
- **Security System** – security system will not be affected in the short term as it has its own BBU system.
- **Sump Pump** will become inoperable

### **Responding to a Total Power Failure**

If a **total loss** of power is experienced, the following steps must be taken:

- When an event is being held at SMH it must be terminated.
- Remain calm and all individuals must move to an area that has emergency lighting.
- Ensure tea kettles, coffee urns, or coffee makers are unplugged.
- Ensure the hallway light switch is in the ON position in R100 and as well as the outside light.
- Do not attempt to shut off light switches in darkened areas. This may result in a slip or fall.
- **Promptly** inform a FSF contact
- When exiting the building, lock all emergency exits and reset the alarm system.

## Responding To a Partial Power Failure

If a loss of power is experienced in one or more parts of the House, the following steps must be taken:

1. If there is any smoke or odour of smoke, and there is no obvious and localized cause, evacuate the building and promptly inform a FSF Contact.
2. Determine what utilities are being affected, if heating and/or total lighting is lost terminate the activity and follow steps 2- 8 below.
3. Remain calm and all individuals must move to an area that has emergency lighting.
4. Ensure tea kettles, coffee urns, or coffee makers are unplugged.
5. Ensure the hallway light switch is in the ON position in R100 and for the outside light.
6. Do not attempt to shut off light switches in darkened areas. This may result in a slip or fall.
7. **Promptly** inform a FSF contact.
8. When exiting the building, lock all emergency exits and reset the alarm system.

If it has been determined that a breaker may have tripped affecting a small area of the facility, and there is no sign or smell of smoke, continue the activity and contact a FSF representative for direction.

## 7.6 – Workplace Hazardous Materials Information System (WHMIS)

### **Introduction**

Workplace Hazardous Materials Information System (WHMIS) is Canada's national hazard communication standard. The key elements of the system are hazard classification, cautionary labelling of containers, the provision of (material) safety data sheets (MSDS) and worker education and training programs.

### **Principles of Safety**

While at the Scott Manor House, there are risks involved in most activities. These risks can be eliminated or considerably reduced if you know what they are and if you take appropriate actions and safeguards. Learn the risks associated with working with materials as detailed on product labels.

When planning any activity at the SMH so that it can be performed safely, take precautions as recommended on label instructions. If Personal Protective Equipment (PPE) such as rubber gloves or eye protection is required and not available, do not try to complete the activity. Contact a member of the FSF Executive to supply proper PPE.

Learn to recognize hazardous product symbols on consumer products at SMH. Take the precautions and follow the first aid directions indicated on the product labels when required. A copy of the WHMIS teaching tools for household products can be found in R103.

## Section 8 – Utilities in Scott Manor House

### 8.1 – Introduction

This section covers the various site utility systems that interface with the Scott Manor House.

The utility systems are as follows:

- Air Conditioning System
- Communication System
- Electrical System
- Heating and Hot Water System
- Security Alarm System and Key Log
- Waste Water System
- Water Supply System

Report immediately any issues or problems that are encountered with the above systems to FSF House Contact.



## 8.2 – Description of Utilities

### **Air Conditioning System**

The Scott Manor House is equipped with four window mounted portable air conditioner units. They are located in R104, R106, R107 and R202. These units are installed for the summer months and shut off when the SMH is not open. The units are stored in the Carriage House the remainder of the year.

### **Communication System**

The SMH is equipped with high-speed internet and has Wi-Fi access throughout the house. A computer and colour printer is located in R201.

The Wi-Fi password for all the networks is **902-832-2336**

Landlines are located in R106 and R201.

A projector system is located in R104 for group presentations. The cables and remote control to support this system are stored in the office.

### **Electrical System**

Power is supplied from the municipal electrical grid. Note that the electrical system within Scott Manor house is NOT GROUNDED – there are no ground wires within its wiring. The House was wired before it was necessary to have a grounded electrical system in a residential building.

The power enters the SMH on the east side in R000. The electrical breaker panel is located on the north wall opposite the hot water boiler. It is labelled “Electrical Panel” on the outside. The door to the panel must be kept closed at all times. The power can be shutdown to SMH from this location via the main breaker.

Power is separately supplied to the Carriage House. It has its own power entrance, entering the building on the south-west side, with a breaker panel inside. It supplies power to the lights and power receptacles in the Carriage House. The electrical installation in the Carriage House, which has a separate mains feed, is grounded, with much more modern wiring than that found in SMH.

### **Heating and Hot Water System**

The SMH is equipped with an oil-fired heating and domestic hot water system. The hot water heating system is one zone with two independent, programmable, and internet accessible thermostats located in R104 and R107. When the SMH is unoccupied during the heating season, the thermostats are set at to maintain the house at a minimum of 15 degrees Celsius.

The boiler is located in R000.

A 900-litre oil tank is located outside at the rear of SMH. A fuel gauge is located on the top of the tank. The oil is on automatic delivery to avoid furnace shutdown as a result of loss of fuel. The contract for routine replenishment is managed and paid for by HRM Building Management Services. HRM staff inspect the boiler once a year, and are responsible for maintenance of both the heat and hot water systems.

Power can be shut down to the boiler from the power panel.

### **Security Alarm Systems and Key Log**

When the SMH is not in use, the doors are locked and the Security Alarm System is armed.

The Security Alarm System is monitored 24/7. A keypad station is located in R100 to arm and disarm the system. A series of motion detectors are located at various locations throughout the building. Note: The keypad station in R104 is not connected, and therefore is inoperable.

The Fire Alarm System is monitored through the security system 24/7.

The Security Alarm System is monitored by HRM's Corporate Security group. They can be reached 24/7 at 902-490-2555 and by email at [corpsecurity@halifax.ca](mailto:corpsecurity@halifax.ca). The account number that refers to the alarm system in SMH is #49019019.

A BBU station for the security system is located in R000 which provides power if an unplanned power outage occurs.

A Key Log system is in effect to control the number of keys distributed to both the SMH and the Carriage House. To request a key, a request is made to the FSF. When the key request is approved, the log is updated with the individual's name and key number. The individual is then given a password and instructions on how the security system functions. When the key is returned after usage, the Key Log is updated. The key log is managed by the House Coordinator.

### **Waste Water System**

The waste water lateral, located in R000 on the east wall, carries flows from toilets, sinks and the sump pump. The **Sump Pump** is located in a catchment basin at the east end of R000. It is electrically operated with no back up power supply. This pump works on a water-level float-switch control system. In the event that a large accumulation of water is discovered around the sump pump, notify the FSF House contact. Verification of the operation of the sump pump can easily be done by briefly lifting the float to ensure the pump actuates.

### **Water Supply System**

The water lateral enters R000 of the SMH. This lateral enters R000 on the north-east corner through an isolation valve and meter. The isolation valve is labelled with a white tag stating Water.

To **open** this isolation valve, turn the valve counter clockwise.

To **close** this isolation valve, turn the valve clockwise.

The water is supplied by Halifax Water Commission.

### 8.3 – Energy Conservation

The FSF remains committed to reduce the carbon footprint at the SMH. The following actions can help achieve that goal:

- The sump pump, the two dehumidifiers and the circulating fans in the cellar are left running continuously, and are NOT to be shut off for energy conservation purposes.
- When AC units are in operation, ensure all windows and exterior doors are closed.
- Turn off lights when not required.
- When building is not in use, only the front exterior lights and R100 entrance lights should be left on. For added security the hallway light in R200 may be left on.
- Turn off all appliances when not in use, disconnect power cord if possible.
- The desktop computers and the printer automatically go into energy-saving mode when not in use and may be left that way, and do not need to be turned off. The portable computer and similar devices should be shut off when not in use.
- Ensure water taps are shut off when not in use.
- Report all plumbing issues that could result in excess water consumption, i.e., leaking taps, running toilets.
- Ensure that all windows are closed to reduce energy requirements during cold weather. Open windows could also lead to water damage.
- During the heating season, the thermostats are programmed to reduce the heat to maintain 15°C in the House when there is no planned occupancy.

## Section 9 – Building Maintenance

### 9.1 – Introduction

The maintenance at Scott Manor House site is co-shared between HRM and FSF. Students and volunteers who perform any work activities must complete the ***Visitors, Work Experience, Summer Staff and Volunteer Informed Consent Waiver*** before the work is performed.

Once the waiver form is completed, a member of the FSF will forward it to HRM. This Waiver Form is found in section 10.3.

All work that is planned by FSF must be reviewed and authorized by HRM before the work is performed.

## 9.2 – Description of Maintenance Activities

Maintenance activities are divided into two categories – House and Grounds.

### **Grounds Maintenance**

The following is a list of Grounds Maintenance that is performed on a regular basis.

- Monitor the condition of grounds, snow clearing, and grass cutting which is performed by an HRM contractor. Contractors are under the direction of HRM.
- Maintain all flower beds and shrubs.
- Lime and fertilize lawns as required.
- Trim lawn as required.
- Schedule spring and fall clean-ups by volunteers,
- Coordinate with HRM for debris removal.
- Support outdoor activities during FSF sponsored events.
- Maintain signage as required.
- Maintain the condition of the Carriage House.
- Repair and replace grounds equipment as directed by FSF.

### **House Maintenance**

The following is a list of House Maintenance that is performed on a regular basis.

- Install and remove portable AC units as required, timing June and September. These units are installed in R104, R106, R107 and R202. When not in use the AC units are stored in the Carriage House. These units are owned and maintained by the FSF.
- Install and remove storm windows on ground floor windows, timing June and September. When not in use the storm windows are stored in the Carriage House.
- General light cleaning for the SMH is performed by the summer students in June, July and August. A private cleaning company is used to clean the house weekly from September to May. The FSF oversees all cleaning.
- Minor repairs to the interior of the house are completed by the House Coordinator. This includes some painting, drywall repairs, etc.
- Monitor the operation of the sump pump, the two dehumidifiers and the air circulation fans located in the cellar weekly.
- Inspect the First Aid Kit in R100 monthly and replenish as required. Replacement supplies for the R100 kit may be taken from the kit located in R203.
- Moving and repairing some furniture as required by FSF.
- Monitor the condition of the SMH, including all Utilities as covered in this manual. When a condition arises that requires maintenance, HRM is notified.
- Support SMH activities during FSF events.

### 9.3 – Waste Management

The site conforms to all HRM rules and regulations regarding waste management. The rules and regulations can be found online by visiting [halifax.ca/recycle](http://halifax.ca/recycle) or call 311.

Hard copies of schedules and waste sorting guidelines are posted in the following locations:

- R103 – Cleaning Supply Room
- R106 – Kitchen
- Carriage House
- Section 10.5 of this manual

All waste produced at this site must be properly sorted as per HRM guidelines.

Mini Bin for organic waste is located in R106. When Mini Bin is full, it is to be dumped in large Green Bin located at the Carriage House.

Inorganic waste disposal bags – clear and blue, are located in R103. Once properly sorted, they must be placed in the Carriage House so the Grounds person can properly dispose of the bags.

## 9.4 – Pest Control

The most common pests that have been encountered at Scott Manor House are ants, mice and rats. A professional pest control company is on contract with the HRM to deal with all pest issues. Bait boxes have been placed in various locations to control the mice and rat populations. Requests for extra pest control services will be made through the House member.

The following are a number of Do's and Don'ts regarding pest control.

- Do report any pest issues to a member of FSF.
- Don't leave food in the house, unless stored in an approved location i.e. the fridge.
- Do clean up after using kitchen facilities.
- Don't handle Bait Boxes.
- Only handle dead rodents as instructed and notify a member of the FSF for instructions on proper disposal.
- Don't leave doors open to allow rodents easy access to SMH.

Important Note:

When a pest infestation is left unchecked, it could lead to possible disease in humans and damage to the building. Be sure to let a member of FSF know if you see any rodents in the building.

Tell-tale signs of rats and mice include:

- Droppings
- Urine odors
- Gnawed holes
- Rub and gnaw marks
- Rodent runways
- Rodent nests
- Scampering noises

## Section 10 – Appendices

The following is a list of documents included in this section.

10.1 – Document Control and Revision Request Form

10.2 – HRM Facility Monthly Inspection Form

10.3 – HRM Informed Consent Waiver

10.4 – Regulations for Use of the Scott Manor House Property



Document 10.1 – FSF Document Revision Request and Control Form

FSF Document Change Control Form		Change Control #
Document Title or Name:		
Department:		Previous Revision#:
Requested By:	Date:	New Revision #:

Purpose of Change:
Scope:
Responsibility:

Item(s) Requiring Change:
Other Documents Affected:
Actual Changes Made: By: _____ Date: _____

	Print Name	Job Title	Signature	Date
Approved				
Approved				

# Document 10.2 – Sample HRM Facility Monthly Inspection Form

## HALIFAX

(based upon) **Check Sheet # 200-005**

PO Box 1749

Halifax, Nova Scotia

B3J 3A5 Canada

### Halifax Regional Municipality Facility Management

#### Facility Monthly Inspection

This Check Sheet serves as a guide for and record of a visual inspection of exposed facility conditions at the date of the inspection. Should a specific issue arise within the facility, a more comprehensive inspection may be required.

**BUILDING NAME: *Scott Manor House***

Date: \_\_\_\_\_

#### 1. FIRE ALARM/SECURITY SYSTEM

- Alarm Panel in working order?  Y  N    
 (green AC power light on/no trouble indicator?)
- Alarm Panel Date/Time Correct?  Y  N    
 (ensure well-mounted & accessible)
- Pull Stations visible & accessible?  Y  N  N/A
- Pull Stations have Fire Evac Stickers?  Y  N  N/A
- Smoke/heat detectors properly mounted?  Y  N
- Fire Exit Plan located near exit?  Y  N  N/A
- Fire Panel Breaker locked on  Y  N  N/A

#### 2. FIRE SEPARATION

- Fire Door Locks Open?  Y  N  N/A
- Doors self-closing/latches working?  Y  N  N/A
- Walls/Ceilings: no holes/openings?  Y  N    
 (All ceiling tiles in place?)

#### 3. EXITS

- Egress/Exits/Hallways obstruction free  Y  N
- Exit Signs Visible  Y  N
- Hallways are illuminated?  Y  N
- Stairways: No items stored under stairs?  Y  N
- Exit Door (no more than 20 pounds of force required to open?)  Y  N

#### 4. LIFE SAFETY

- Civic Number Posted and Visible?  Y  N
- Emergency Lights in exits/hallways?  Y  N
- Emergency Lights work?  Y  N
- Valid Annual Inspection Sticker?  Y  N
- Valid Annual Inspection Sticker?  Y  N    
 (located on exterior of lights)
- Portable Eyewash Station – compliance?  Y  N    
 (dated, solution clean & full)
- Automated Electronic Defibrillator  Y  N  N/A

#### 5. FIRE EXTINGUISHERS BUILDING ONLY

- Inspected annually (check tags)  Y  N
- Initial extinguisher tags monthly to  Y  N    
 for compliance (proper tags/pins/hoses/labels/wall labels)

#### 6. INTERIOR STORAGE

- Items stored in a neat, orderly fashion?  Y  N
- Electrical panels free & clear?  Y  N
- Sprinkler heads free & clear?  Y  N  N/A
- Propane Tanks stored inside building?  Y  N  N/A

#### 7. INTERIOR

- Extension cords not in permanent use?  Y  N
- Elect Outlets/Switches have faceplates?  Y  N
- Electrical panel faceplate & knockouts?  Y  N
- GFI's Checked and Reset  Y  N
- Any visible leaks (water, oil, gas, toilets/taps/ceiling tiles/piping)  Y  N
- Oil Fired Boiler tank expansion tank no more than ½ full not discoloured  Y  N

#### 8. EXTERIOR

- Outside Landings/Steps Free from obstructions? (including snow & ice)  Y  N
- Outside parking area – overall condition?  Y  N
- Landscaping in acceptable condition?  Y  N
- Building exterior in good condition?  Y  N
- Eavestrough in good condition?  Y  N
- Downspouts in good condition?  Y  N
- Fuel Oil Tank condition good?  Y  N
- Fuel Oil Tank under 10 years old?  Y  N    
 (accessible, capped, connections intact)
- Any visible leaks (water/oil/gas)?  Y  N

Fire Department Connection:  Y  N

Service Technician: \_\_\_\_\_ Contact Phone: 902-490-4580 (BMS HELP)

Document 10.3 – HRM Informed Consent Waiver

**Halifax Regional Municipality  
Risk and Insurance Services  
Visitors, Work Experience, Students and Volunteers**

**Informed Consent Waiver**

I, \_\_\_\_\_, acknowledge that I am participating in a Volunteer Work program to be held at Scott Manor House.

It is understood that the Halifax Regional Municipality has many areas of work and depending upon the activity, scope or type of work being undertaken, certain areas may have a higher level of risk or injury than normal activities. I understand that I could be/will be situated in work areas where by their nature, may have a higher risk of injury than public spaces.

I understand that participating in this program is on a voluntary basis and I hereby release Halifax Regional Municipality (HRM), its Mayor, Councillors, Employees and Volunteers from and against all actions, claims or liability that I, my Assignees, Heirs, Guardians and Legal Representatives now have or may hereafter have, for injury or death to me including loss or damage to my property resulting from my voluntary participation in the above program, save for gross negligence of Halifax Regional Municipality.

I also understand that while on/in that property under the control of the Halifax Regional Municipality, that I will behave with all due courtesy and respect throughout the duration of this Program. I will also follow all necessary Occupational Health and safety Codes of Conduct including but not limited to, the use of safety equipment such as a hard hat or safety boots and **agree not to operate any machinery or equipment that I am not qualified to do so and, in that event, only under the direct supervision of a qualified Halifax Regional Municipality Employee.**

I understand that I will not receive payment for same, nor will I be entitled to any benefits normally provided by the Halifax Regional Municipality.

Date: \_\_\_\_\_ Name: \_\_\_\_\_ Signature: \_\_\_\_\_

**\*\* If the participant is a MINOR, the following must be completed prior to the Youth/Young Person participating in this Program and this Informed Consent must be brought with them the day the Program begins. \*\***

I, \_\_\_\_\_ have read and understand the conditions listed above and agree that by signing his, I authorize that \_\_\_\_\_ participate in this program. We have fully discussed the activities planned for this period and the need for appropriate behaviour throughout the duration of their voluntary participation in this Program.

Date: \_\_\_\_\_ Name: \_\_\_\_\_ Signature: \_\_\_\_\_

## Document 10.4 – FSF Regulations Governing Use of the Property

### **Fort Sackville Foundation Regulations for Use of the Scott Manor House Property**

(Attachment to License to Occupy Scott Manor House)

1. All users must promptly notify the Fort Sackville Foundation of any maintenance or safety concerns.
2. A member of the Fort Sackville Foundation must be in attendance to open, monitor and close the building.
3. Smoking is not permitted in the house or anywhere on the grounds.
4. No one shall do or omit to do anything that increases the risk of fire, including:
  - a. No candles or live flames are allowed in the house or on the grounds.
  - b. No flammable liquids, explosive or dangerous materials shall be stored or used in the house or on the grounds, other than as permitted in the Carriage House.
5. Users shall not create any noise or odours that would be objectionable to the Fort Sackville Foundation.
6. No confetti may be used anywhere on the property.
7. No nails, pins, staples or adhesives, even temporary-use 'non-damaging' adhesives, may be used within the house on any walls, floors or ceilings.
8. No paints or dyes of any kind may be used within the house for any purpose other than maintenance of the house, except that specific permission may be given on a case-by-case basis to use water-based paints in the North Room, under the following conditions:
  - a. Specifically provided carpets/rugs must be used to cover the floor beneath the tables to be used.
  - b. Tables must be covered with the tablecloths provided, while ensuring that extra tablecloths are used to cover any links/gaps between the tables.
  - c. Garbage bags must be placed over the chairs to protect them.
  - d. Paint supplies must be prepared in containers no larger than 250 mls for use during the activities. The preparation of containers of paint must be completed before arrival at Scott Manor House.
  - e. A dispenser containing a mixture of dish soap and water, along with a clean rag, must be provided by the user and be available at all times in case of a small spill. Should any paint accidentally meet a surface, it's removal must be immediate using the pre-mixed soapy solution. Any residue will be removed with a damp cloth. Lemon juice or vinegar may also be used to remove any remaining spilled water-based paint.
  - f. All individuals using paint must be reminded to exercise caution at all times.
9. Parking space for 8 -10 cars is available on the property, with additional parking on the street. Parking is not permitted on the lawn or on any grassed areas.
10. Dogs are not allowed in the house, except certified service dogs.
11. Tea kettles/coffee urn or similar appliances must be unplugged after use.

12. A washroom with enhanced accessibility is available on the main floor. However, it does not fully meet all accessibility needs.
13. The occupancy limits posted throughout the main floor must be respected.
14. The codes needed for disabling and setting the house's intrusion alarm are matched to the serialized keys and are provided to the borrower only. The codes are not to be shared with anyone other than the registered borrower of the key.
15. Duplication or re-lending of keys to the property is not permitted. Keys that have been loaned are only to be used for the intended purpose behind the initial loan. All keys are to be returned when no longer required.
16. If liquor is served, permission must first have been received from the Fort Sackville Foundation; both a provincial licence and liability insurance are required, and copies of licences and policies must be provided to the Fort Sackville Foundation prior to permission being granted.
17. The house and grounds must be left in the same condition as found; ensure all waste is removed.
18. The two rear exits must be unlocked when the house is occupied.
19. The main entrance door must be monitored as guests enter and then locked when all expected guests are present.
20. Lock the two rear exits and leave the hallway light and the outside light on when preparing to leave.
21. Reset the security system when exiting the house.

This version approved by the Executive Committee on MM DD, YYYY