



Diocese of Toronto

Anglican Church of Canada

PARISH PROPERTY MANAGEMENT GUIDE

SUPPORTING PARISH LEADERS WORKSHOP

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Real Property Management

Where to Find Information? Who to call?

Name	Contact Info	Reason
Incorporated Synod of the Diocese 135 Adelaide Street E Toronto, ON M5C 1L8	Property Resources Department 416-363-6021 Dianne McIntyre, Property Resources Assistant, ext. 280 dmcintyre@toronto.anglican.ca Wendy Pearson, Property Resources Coordinator, ext. 245, wpearson@toronto.anglican.ca Rob Saffrey, Executive Director, ext. 251 rsaffrey@toronto.anglican.ca	Parish Support Facility Rentals (License and Lease Agreements), Purchase and Sale of Property, Capital Improvements, Expropriations, Rectories, Cemeteries, Memorial Gifts, Parish Boundaries. https://www.toronto.anglican.ca/parish-administration/property-resources/church-property/
Bereavement Authority of Ontario (BAO)	www.thebao.ca 647-483-2645 or 1-844-493-6356 info@thebao.ca	Funeral, Burial and Cremation Services Act, 2002, and its regulations: www.e-laws.gov.on.ca
Where Do I Get Information?	https://www.toronto.anglican.ca/parish-administration/property-resources/church-property/ https://www.toronto.anglican.ca/parish-administration/property-resources/facility-rentals/ https://www.toronto.anglican.ca/?s=Capital+Improvements	<ul style="list-style-type: none"> • Facility Rentals (License and Lease Agreements) • Purchase and Sale of Property • Capital Improvements • Expropriations • Rectories • Cemeteries • Memorial Gifts • Parish Boundaries
Cemeteries	Wendy Pearson, Property Resources Coordinator, ext. 245, wpearson@toronto.anglican.ca https://www.toronto.anglican.ca/parish-administration/property-resources/church-property/	Question related to church cemeteries
Capital Improvement Projects or expansions	Wendy Pearson, Property Resources Coordinator, ext. 245, wpearson@toronto.anglican.ca https://www.toronto.anglican.ca/parish-administration/property-resources/church-property/	Projects where the scope of work requires pulling a building permit and approval under Canon 6

License Agreements and Lease Agreements	<p>Dianne McIntyre, Property Resources Assistant, ext. 280 dmcintyre@toronto.anglican.ca</p> <p>https://www.toronto.anglican.ca/parish-administration/property-resources/facility-rentals/</p> <p>https://www.toronto.anglican.ca/parish-administration/property-resources/church-property</p>	<p>License Agreements including Parking License Agreements</p> <p>Lease Agreements including Residential</p> <p>Checklists via Canon 6 Simplified Process email to: canon6@toronto.anglican.ca</p>
Purchase and Sale of Property and Church Closings	<p>Wendy Pearson, Property Resources Coordinator, ext. 245, wpearson@toronto.anglican.ca</p> <p>https://www.toronto.anglican.ca/parish-administration/property-resources/church-property/</p>	Questions related to the purchase and sale of church property or closing of churches
Church Financing	<p>Wendy Pearson, Property Resources Coordinator, ext. 245, wpearson@toronto.anglican.ca</p> <p>https://www.toronto.anglican.ca/about-us/corporate-information/</p>	For loans “not expected to be liquidated in one (1) year”

CANON 6

ACQUISITION, DISPOSITION AND/OR ALTERATION OF REAL PROPERTY AND RELATED RIGHTS

1. All Real Property Held For The Diocese

All real property in the Diocese is held for the Diocese irrespective of the name of the registered owner.

2. Acquisition Of Real Property

No church, rectory, or other building shall be erected, purchased, or otherwise acquired, or have structural alterations made thereto or be removed from one locality to another, and no real property shall be purchased or otherwise acquired, without written consent of the Bishop, and the Synod Council.

3. Disposition of Real Property and Proceeds of Sale

No real property shall be sold, licensed, leased or mortgaged or otherwise encumbered, without the written consent of the Bishop and the Synod Council.

The proceeds of the sale of any real property shall be paid to the Synod in accordance with applicable law. In the event that a mortgage is acquired in connection with any such sale, such mortgage shall be in the name of the Synod.

Except in the case of amalgamation or disestablishment, where any parish disposes of surplus real property, fifty per cent (50%) of the proceeds of the sale shall be designated as the Diocesan share. This percentage may be altered with Synod Council approval. In the case of amalgamation or disestablishment, the procedures under Canon 13 shall be followed.

The Diocesan share from the disposition or the sale of any of the above shall be deposited to the Ministry Allocation Fund. The Synod Council shall have the responsibility for this Fund and shall prescribe policy from time to time under which it is administered on behalf of the Synod.

4. Loans

No parish shall incur any financial obligation not expected to be liquidated within one (1) year without the written consent of the Bishop and the Synod Council.

5. Consent of the Synod Council

The consent hereinbefore referred to, of the Synod Council, shall be in writing and under the signature of the Secretary of Synod and shall only be effective when endorsed on the final documents under the common seal of the Synod, unless the Synod Council specifically grants an exemption from this requirement.

6. Vestry Resolutions

All applications submitted for the approval of the Synod Council shall be accompanied by a copy of the resolution of the vestry, certified by the Vestry Clerk.

7. Alterations/Repairs

The Churchwardens shall be responsible for overseeing any alterations or repairs to the church, rectory and other parochial buildings. Alterations or repairs necessitating a building permit require Synod Council approval.

8. Memorials

No memorial shall be placed in or removed from any church, rectory or other parochial building without the consent of the Bishop.

9. Procedure

The procedure to be followed under this canon shall be as prescribed by the Synod Council.

**PROCEDURE PURSUANT TO CANON 6
AS PRESCRIBED BY THE SYNOD COUNCIL**

1. Consultation

Before calling a meeting of the vestry to deal with matters outlined in Canon 6, the Incumbent and Churchwardens shall first consult with the Bishop.

2. Special Vestry and Notice

If the matter is not dealt with at the annual vestry meeting, a special meeting of the vestry must be called by giving due notice thereof during Divine Service on the two Sundays next preceding the special meeting; provided that the Bishop or Suffragan Bishop may, in extraordinary circumstances and in writing, permit the giving of notice only on the Sunday next preceding.

3. All notices of special vestry meetings shall state precisely the purpose for which the meeting is called, and no other business shall be dealt with at that meeting.

4. Certified Copy of Resolution

A certified copy of the vestry resolution is to be forwarded to the Secretary of Synod for the approval of the Synod Council.

5. Material to Be Sent to the Secretary of Synod

In order to facilitate approval, parishes are requested to forward the following information and material to the Secretary of Synod.

(1) Respecting Purchases:

- a. Vestry resolution
- b. General description of property (with sketch of location)
- c. Purchase price
- d. Method of financing purchase, and statement of parish's financial condition with respect to purchase
- e. Three (3) land value opinions prepared by independent qualified real estate professionals
- f. Copy of offer (if available)

(2) Respecting Sales:

- a. Vestry resolution
- b. General description of property (with sketch of location)
- c. Original deed (or advice that deed is on file at Diocesan office)
- d. Offer to purchase - if not available, statement setting forth:
 - i) Amounts to be received
 - ii) Name and address of purchaser
 - iii) Terms of payment of purchase price
 - iv) Date of expiry of offer
- e. Proposed disposition of proceeds
- f. Statement that property is not consecrated
- g. Three (3) land value opinions prepared by independent qualified real estate professionals

(3) Respecting Building or Structural Alterations:

- a. First Step (for approval in principle)
 - i) Vestry resolution
 - ii) Preliminary plans
 - iii) Estimated cost
 - iv) Method of financing
- b. Second Step (for final approval)
 - i) Vestry resolution
 - ii) Final plans
 - iii) Actual cost as established by a tender or contract
 - iv) Method of financing
 - v) Particulars of performance bond furnished by contractor

(4) Respecting Mortgages or Loans:

- a. Vestry resolution
- b. General description of property (with sketch of location)
- c. Original deed of property (or advice that deed is on file at the Diocesan office)
- d. Amount, terms and interest rates
- e. Names and address of mortgagee or lender
- f. Statement of intention of parish as to use of proceeds
- g. Statement outlining method of providing funds for repayment

(5) Respecting Leases

- a. Vestry resolution
- b. General description of property (with sketch of location)
- c. Terms of the lease
- d. Rental
- e. Disposition of proceeds to be received

(6) Legal Fees

Any legal fees incurred by the Diocese as a result of any transaction originating in a Parish shall be the responsibility of the Parish.

Canon 6 Flowchart

FOR SIGNIFICANT CAPITAL IMPROVEMENT PROJECTS THAT REQUIRE A BUILDING PERMIT AND COSTS GREATER THAN \$100,000 A TWO STEP PROCESS APPLIES AS FOLLOWS:

PROCESS	COMPLETED
1. Consultation <i>The Incumbent and Churchwardens must consult with their Suffragan Bishop before proceeding.</i>	



2. Special Vestry Meeting <i>All matters submitted for approval must be approved by Vestry.</i>	
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FIRST STEP	
3. To Obtain Approval in Principle <i>Submit materials per Canon 6(5)3(a) to the Secretary of Synod.</i>	



Present to:	
Risk and Governance Committee <i>Risk and Governance Committee consults as necessary with:</i>	
Finance Committee Property Committee <i>Risk and Governance Committee makes recommendation to:</i>	



Synod Council <i>Makes Approval in Principal decision</i>	
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SECOND STEP	
4. To Obtain Final Approval <i>Submit materials per Canon 6(5)3(b) to the Secretary of Synod.</i>	



Present to:	
Risk and Governance Committee <i>Risk and Governance Committee consults as necessary with:</i>	
Finance Committee Property Committee <i>Risk and Governance Committee makes recommendation to:</i>	



Synod Council <i>Makes Final Approval decision</i>	
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CANON 6 – REVISED APPROVALS PROCEDURE

Instructions:

- 1. Using the chart below, first identify the **Type** of property matter that you are pursuing (ex. License Agreement).
- 2. Within the Type, identify the applicable **Category** (ex. Low Risk [License Agreement]).
- 3. Based on the Type & Category, identify whether the matter is eligible for the **Simplified Canon 6 Procedure** OR whether the request must follow the **Full Canon 6 Procedure**.
- 4. If eligible for the **Simplified Canon 6 Procedure**, then,
 - a. Print a copy of the applicable *Checklist & Attestation* (there are 3 different color-coded forms: (i) Licenses - Red (ii) Leases - Yellow (iii) Renovations (costing less than \$75,000) - Green
 - b. Complete all the due diligence items by marking (✓) next to each item.
 - c. The Incumbent or Priest-in-Charge, and both Churchwardens, must all sign the *Checklist & Attestation*.
 - d. E-mail a copy of the completed and signed *Checklist & Attestation* to: canon6@toronto.anglican.ca
 - e. Once submitted you may proceed; requests are reported for approval to the Risk and Governance and Synod Council on a quarterly basis (ie. March, June, September, December).
 - f. Please e-mail copies of all fully signed License & Lease Agreements, *Certificates of Insurance*, and renovation documentation to: archives@toronto.anglican.ca
- 5. If the **Full Canon 6 Procedure** applies, please refer to the relevant section of the *Procedure Pursuant to Canon 6 as Prescribed by the Synod Council*. For these items, approval must be granted by Synod Council before signature, occupancy, or project commencement.

Type	Category	Examples	Simplified Canon 6 Procedure applies [Checklist & Attestation]	Full Canon 6 Procedure applies (Procedure section in brackets below)	Minimum Commercial General Liability (“CGL”) Insurance Requirements	
License Agreements	Low Risk	No minors or vulnerable adults on church property; (Ex. Alcoholics Anonymous, Narcotics Anonymous, Book Clubs, Meeting Groups etc.)	✓ - complete Checklist ‘Red’	n/a	CGL Per Occurrence	\$2 million
					Tenant’s Legal Liability (TLL)	\$250,000
					Additional Insureds	‘The Incumbent and Churchwardens of...{insert parish name}.’ and ‘The Incorporated Synod of the Diocese of Toronto’
	High Risk	Any group or activity that will bring minors or vulnerable adults on to church property; ex.	n/a	✓	CGL Per Occurrence	\$5 million
					Tenant’s Legal Liability (TLL)	\$250,000
					Additional Insureds	‘The Incumbent and Churchwardens of...{insert parish

CANON 6 – REVISED APPROVALS PROCEDURE

Type	Category	Examples	Simplified Canon 6 Procedure applies [Checklist & Attestation]	Full Canon 6 Procedure applies (Procedure section in brackets below)	Minimum Commercial General Liability (“CGL”) Insurance Requirements	
		Children’s camps, schools, daycares, sports clubs, 3 rd party church/worship groups, vulnerable adults etc.				<i>name}</i> ’ and ‘The Incorporated Synod of the Diocese of Toronto’
	Psychotherapists (must be registered in good standing with either the College of Registered Psychotherapists of Ontario “CRPO” or Ontario College of Social Workers and Social Services Workers “OCSWSSW”)	3 rd party psychotherapists who rent church property. 1. Large daylighting panels must be installed in <u>all</u> treatment rooms a. Based on the foregoing being satisfied, doors to the treatment rooms can remain closed to maintain privacy.	n/a	✓	CGL Per Occurrence	\$5 million
					Abuse	\$1 million per occurrence
					Professional Liability	Required but no prescribed minimum.
					Additional Insureds	‘The Incumbent and Churchwardens of...{insert parish name}’ and ‘The Incorporated Synod of the Diocese of Toronto’

CANON 6 – REVISED APPROVALS PROCEDURE

Type	Category		Examples	Simplified Canon 6 Procedure applies [Checklist & Attestation]	Full Canon 6 Procedure applies (Procedure section in brackets below)	Minimum Commercial General Liability (“CGL”) Insurance Requirements	
			2. Two (2) unrelated adults must be in the building at all times when treatment is in progress. 3. Treatment of minors is <u>not</u> permitted. 4. Treatment of parishioners is <u>not</u> permitted. 5. Physical/touch therapy is <u>not</u> permitted.				
	Parking (if 20 or more spots are rented, the parish must advise its insurance broker, Aon Risk Solutions.)	Individual	Commuter or neighbor parking (<i>passenger automobiles only</i>).	✓ - Complete Checklist 'Red'	n/a	Automobile policy responds; proof of coverage not required.	
		Organization	Local office or business rents spaces for employees or customers (<i>passenger automobiles only</i>).	✓ - Complete Checklist 'Red'	n/a	CGL Per Occurrence	\$5 million
						Tenant’s Legal Liability	\$250,000
						Additional Insureds	‘The Incumbent and Churchwardens of...{insert parish name}’ and ‘The Incorporated Synod of the Diocese of Toronto’

CANON 6 – REVISED APPROVALS PROCEDURE

Type	Category	Examples	Simplified Canon 6 Procedure applies [Checklist & Attestation]	Full Canon 6 Procedure applies (Procedure section in brackets below)	Minimum Commercial General Liability (“CGL”) Insurance Requirements
Lease Agreements	Residential	Rectory rentals, and all other residential housing/units.	✓ - Complete Checklist 'Yellow'	n/a	Tenant’s package of \$2 million for liability, plus fire & personal contents coverage.
	Commercial	n/a	n/a	✓ (see s 5.5)	Please contact your insurance broker, Aon Risk Solutions, for specific advice.
Other Agreements	Other	Eg. Telecommunication Site Agreements (ie. Rogers, Bell Mobility), Lease Amending & Extension Agreements, Maintenance Agreements, Easement Agreements etc.	n/a	✓ (see s 5.5)	Please contact your insurance broker, Aon Risk Solutions, for specific advice.
Purchases		All purchases of real property & related rights.	n/a	✓ (see s 5.1)	Not applicable.
Sales		All purchases of real property & related rights.	n/a	✓ (see s 5.2)	Not applicable.
Building Renovations & Projects (s. 5.3)	Building Permit required & hard construction cost greater than \$100,000.00	n/a	n/a	✓ (see s. 5.3)	Please contact your insurance broker, Aon Risk Solutions, for project-specific advice (contact details can be found at the end of this document).
	Building Permit required & hard construction cost less than \$100,000.00	Minor washroom renovations, minor electrical work, decks & accessibility ramps etc.	✓ - Complete Checklist 'Green'	n/a	

CANON 6 – REVISED APPROVALS PROCEDURE

Type	Category	Examples	Simplified Canon 6 Procedure applies [Checklist & Attestation]	Full Canon 6 Procedure applies (Procedure section in brackets below)	Minimum Commercial General Liability (“CGL”) Insurance Requirements
Mortgages or Loans	n/a	n/a	n/a	✓ (see s. 5.4)	Not applicable.
Other Encumbrances	n/a	E.g. Claim, lien, liability etc.	n/a	✓	Not applicable.

Contact Information:

Aon Risk Solutions:

- 1. Daniel Winstanley, Senior Vice President
Tel: 416-941-6619
daniel.winstanley@aon.ca
- 2. Andrew Giacomini, Associate, Account Executive (Main Contact)
Tel: 416-868-5736
andrew.giacomini@aon.ca

Anglican Diocese of Toronto
Checklist **GREEN** and Attestation
Only For Renovations with Hard Construction Costs Less Than \$100,000.00

		Complete(✓)
	Date:	
	Congregation Name:	
	Scope of Work:	
	Hard Construction Cost <i>(must be less than \$100,000)</i> :	
1	Written support of the Suffragan Bishop	
2	Vestry support <i>(by way of Vestry motion)</i>	
3	Written form of contract <i>(ie. Canadian Construction Document Committee, etc.)</i>	
4	Project funding on hand	
5	Building Permits received <i>(if required)</i>	
6	All trades & project professionals at arms-length from parish corporation	
7	All trades licensed, as required <i>(ex. Plumbers, electricians etc.)</i>	
8	Multiple bids/estimates/tenders received	
9	Insurance coverage verified <i>(Commercial General Liability, WSIB, Builder's Risk etc .)</i>	
10	Reference & credit checks	
11	Construction Bonding by contractor <i>(if required)</i>	
	<p>We, the Incumbent/Priest-in-Charge & Churchwardens of the above congregation, by affixing our signatures below, hereby attest on behalf of the Corporation that all of the above requirements, and all best commercial practices, have been, or shall be, satisfied by the Corporation prior to project commencement. Further, we have reviewed both <i>Canon 6</i> and the <i>Procedure Pursuant to Canon 6 as Prescribed by the Synod Council</i> and confirm that the congregation shall be compliant at all times with the requirements and obligations prescribed therein.</p>	
	Incumbent/Priest-in-Charge <i>(name & signature):</i>	
	Churchwarden <i>(name & signature):</i>	
	Churchwarden <i>(name & signature):</i>	
	<p><i>A completed & fully signed copy of this Checklist must be e-mailed to canon6@toronto.anglican.ca before project start.</i></p>	

Anglican Diocese of Toronto
Residential Lease Agreement Checklist **YELLOW** and Attestation - RESIDENTIAL TENANCIES ONLY

		Complete(✓)
	Date:	
	Congregation Name:	
	Tenant Name(s):	
	Address of Property:	
	Term Start/End Date:	
	Monthly Rent:	
1	Written support of the Suffragan Bishop (<i>new Tenants only</i>)	
2	Vestry support (<i>new rentals only; by way of Vestry motion</i>)	
3	Contract agreed with Tenant using the Provincial form of standard/mandatory Lease Agreement	
4	Additional Terms'* (per section 15) appended to the Lease Agreement	
5	Tenant's insurance coverage verified (per Risk and Governance Committee requirements)	
6	Reference & credit checks	
	<p>We, the Incumbent/Priest-in-Charge & Churchwardens of the above congregation, by affixing our signatures below, hereby attest on behalf of the Corporation that all of the above requirements, and all best commercial practices, have been, or shall be, satisfied by the Corporation prior to occupancy by the Tenant. Further, we have reviewed both <i>Canon 6</i> and the <i>Procedure Pursuant to Canon 6 as Prescribed by the Synod Council</i> and confirm that the congregation shall be compliant at all times with the requirements and obligations prescribed therein.</p>	
	Incumbent/Priest-in-Charge (<i>name & signature</i>):	
	Churchwarden (<i>name & signature</i>):	
	Churchwarden (<i>name & signature</i>):	
	*Available from the Diocesan website.	
	<p><i>A completed & fully signed copy of this Checklist must be e-mailed to canon6@toronto.anglican.ca prior to occupancy.</i></p>	

Anglican Diocese of Toronto
License Agreement Checklist **RED** and Attestation - **FOR LOW RISK LICENSEES ONLY**

	<u>Approval requests for all High-Risk* Licensees must include a copy of the Diocesan License Agreement and Tenant's Certificate of Insurance</u>	
		Complete(✓)
	Date:	
	Congregation Name:	
	Licensee Name (full legal name required):	
	Term of Agreement:	
1	Written support of the Suffragan Bishop (new Licensees only)	
2	Contract agreed with Licensee using the Diocesan form of License Agreement <u>or</u> Parking License Agreement, with no material changes.	
3	Insurance coverage by Licensee verified (per Risk and Governance Committee requirements; see section 6 of <i>Diocesan form of License Agreement for coverage specifics .</i>)	
4	Reference & credit checks	
	We, the Incumbent/Priest-in-Charge & Churchwardens of the above congregation, by affixing our signatures below, hereby attest on behalf of the Corporation that all of the above requirements, and all best commercial practices, have been, or shall be, satisfied by the Corporation prior to occupancy by the Licensee. Further, we have reviewed both <i>Canon 6</i> and the <i>Procedure Pursuant to Canon 6 as Prescribed by the Synod Council</i> and confirm that the congregation shall be compliant at all times with the requirements and obligations prescribed therein.	
	<u>Incumbent/Priest-in-Charge (name & signature):</u>	
	<u>Churchwarden (name & signature):</u>	
	<u>Churchwarden (name & signature):</u>	
	A completed & fully signed copy of this Checklist must be e-mailed to canon6@toronto.anglican.ca prior to occupancy.	
	<i>*High-Risk Licensees are defined as any group that will bring minors or vulnerable adults onto church property, other faith communities, plus dog obedience classes, registered psychotherapy practices and any other groups as defined by the The Incorporated Synod of the Diocese of Toronto.</i>	



Diocese of Toronto
Anglican Church of Canada

Parish Property Maintenance Checklist

Parish Property Maintenance Checklist

Introduction

Timely and effective maintenance is essential to ensure that our church properties and buildings can continue to best serve their present communities and future generations. As stewards of these assets, parishes should establish an internal framework to monitor property conditions and to undertake such repairs or improvements as they become necessary. It is recommended that this responsibility be overseen at the parish by individuals who are knowledgeable of or have experience in building construction and/or property management; these individuals are ultimately under the oversight of the Incumbent and Churchwardens. For some items, parishes should enter into maintenance agreements with qualified specialty maintenance contractors. The items suited to this arrangement have been identified in the information that follows. Further guidance, if required, can be obtained from the Property Resources Department (“PRD”).

The following information is not meant to be comprehensive but rather has been prepared as a tool to assist parishes in developing their own maintenance programs. The building location, age, type of construction, and design particulars will all have an impact upon the specific requirements for the maintenance program of each church property. Please note that furnishings and fixtures have not been addressed in this context.

Pursuant to Canon 6, renovations and repairs that require a building permit, or if their funding will necessitate a financial obligation that is not expected to be liquidated within one year, all require advance approval by Synod Council. For larger projects, a qualified architect or engineer should be engaged. The architect or engineer should provide a scope of work and an estimated budget, supervise and certify the work, and ensure that the appropriate warranties are in place; the project architect or engineer also oversees the tender process once approval in principle under Canon 6 has been received. To help ensure competitive pricing on all jobs, three quotations should always be obtained from properly qualified and insured contractors. Parishes are reminded that, to avoid any potential conflicts of interest, all professionals retained in connection with projects should be at arms-length from the parish corporation. For further information, please refer to the *Conflict of Interest Guidelines*.

Divisions

The following has been organized in accordance with the construction industry’s commonly accepted divisions, known as the *MasterFormat*. These divisions also represent those used by architects in their project specifications.

Division 1 – General Requirements

The division usually includes administrative issues pertaining to the contract with a general contractor such as insurance, bonds, project coordination, scaffolding, temporary facilities, and project close-out. It is found at the beginning of an architect’s project specification.

Division 2 – Site Work

This division includes anything pertaining to site construction such as fences, paving, retaining walls, landscaping, demolition, and designated substance abatement procedures.

Fences

Fences should be visually checked on a semi-annual basis to determine their condition. Check for the following: (1) evidence of rot in wood fences due to insect infestation, damp, or fungal attack; (2) loose boards or posts, warping, twisting, and/or misalignment; (3) evidence of rust in metal fences; (4) impact damage; and (5) deterioration of finishes. Attention should be paid to any encroachments onto adjoining properties, as well as by neighbours onto church property.

Access

Access to church properties should be kept clear at all times. Regularly check for encroachments by landscaping, damage to surfaces, or anything else that might cause a trip hazard for pedestrians or potential damage to vehicles. (See section below entitled Paving, Drainage and Weeping Tiles.)

Railings

Railings are designed to assist and protect persons using stairs, landings and ramps. Check regularly for any deterioration in anchorage or components that might cause railings to give way under pressure or that might negatively impact upon a person's ability to hold onto the railing. The most vulnerable locations are joints and attachments to sidewalks and walls. Maintain finishes.

Retaining Walls

Check semi-annually for misalignment, spalling of brick, concrete and paving materials, deformation, cracks, and settlement. Any of the above signs may indicate serious deterioration and potential hazards. In such cases, a qualified architect or engineer should be consulted.

Landscaping

Parishes may wish to hire a custodian or enter into a maintenance agreement with a qualified landscape maintenance contractor for the cutting of grass, raking of leaves, pruning, weeding, and cultivating of soil. Often these contractors will also provide snow removal as part of their contract agreement. Pay attention to evidence of soil erosion, diseased plant materials, and hazards to pedestrians, vehicles and neighbouring properties.

Tree Maintenance

All trees on parish property should be inspected by a qualified arborist. The arborist will be able to assist with identifying any trees that are in poor condition and discuss a tree maintenance program.

Paving, Drainage, and Weeping Tiles

Paving should be maintained to provide safe and serviceable surfaces for pedestrians and vehicles. Check regularly for deterioration of paving materials, differential settlement, potholes, and trip

hazards. All paved surfaces should provide positive drainage away from buildings and toward drains or landscaped areas. Check on a regular basis to ensure drains and eavestroughs are free of debris and snow. Ensure that water does not drain onto adjoining properties.

Tree roots can cause drains and weeping tiles to back-up. If this occurs, contact a qualified drain contractor to determine remedial action. Check for areas of standing water on paving materials after rainstorms. This condition can cause slip hazards during winter. If re-paving of parking lots, driveways, sidewalks, pathways, or terraces is required, a qualified architect or engineer should be retained.

Snow Removal

Parishes may wish to hire a custodian or enter into a snow removal agreement with a qualified snow removal contractor. (See section above entitled Landscaping.) Piling snow against building walls or retaining walls should be avoided as this may cause deterioration of exterior building materials and damage to interior finishes. Where possible, alternatives to de-icing salts should be investigated to prevent damage to paving materials, adjacent exterior walls and interior floor finishes.

Designated Substances

Common designated substances that may affect parishes include asbestos, lead, and PCBs.

Asbestos: Asbestos may be found in heating pipe insulation, acoustical ceiling tiles, sprayed texture on ceilings or walls, sprayed fireproofing and/or acoustic insulation installed prior to 1975, and as a binder in some plasters installed between approximately 1910 and 1975, vinyl asbestos floor tiles installed prior to 1975, and some cementitious siding and soffit materials produced prior to 1975. The building owner is responsible for either removing asbestoscontaining materials or encapsulating them if they are in a deteriorated condition. In the event that the materials are encapsulated, a program must be put into place that identifies the locations and types of asbestos present in the building for any occupants. Of particular concern are microscopic air borne particles that may result from friable forms of asbestoscontaining materials such as pipe insulation, sprayed fireproofing, ceiling or wall finishes, and sprayed acoustic insulation.

Lead: Lead may be present as a coating on copper roof flashings and as an ingredient of mortar mixes and paints produced prior to the early 1980s. Generally speaking, lead is hazardous only if ingested orally or through the lungs. Proper precautions should be taken when preparing painted surfaces for re-coating or when stripping paint. Restrictive disposal requirements pertain to lead coatings and any material that contains lead, such as old painted windows that might be scheduled for replacement. Sample testing of painted materials to be disposed of should be undertaken by a qualified testing agency to determine if restrictions apply.

PCBs: PCBs are a known carcinogen and may be found in fluorescent light fixture ballasts produced prior to 1970. Restrictions apply to their removal and disposal.

Buried Oil Tanks

Buried oil tanks may have leaked and contaminated the surrounding soil. If a redundant buried oil tank exists on the church property, it should be drained, removed and checked for any oil leakage. A specialist should carry out this work. Please advise the PRD immediately should this situation exist.

Division 3 – Concrete

This division includes any work pertaining to concrete, such as concrete materials, reinforcements, accessories, concrete form work, and cementitious underlayments.

Types of concrete include poured-in-place concrete (usually found in the building's structural frame such as foundations, columns and beams, floor and flat roof systems), pre-cast concrete (usually found as exterior cladding, sills, and coping stones), pre-stressed concrete (usually forming a floor system), "Roman Stone" (an early form of pre-cast that looks like stone found on exterior decorative sills, window surrounds, and coping stones) and cementitious underlayment materials (usually used for the purpose of improving fire and acoustical ratings in floor assemblies or as a leveling compound on floors).

Concrete building components should be inspected on a semi-annual basis. A good time to do this is during the coldest months of winter and after the spring thaw. Check for evidence of efflorescence (white mineral salt deposits), spalling, cracks, rusting or exposure of reinforcing steel, differential settlement, deformation, and water infiltration. If any structural damage is suspected, or any of the above symptoms recognized, notify the PRD immediately and consult a qualified architect or engineer to rectify the problem.

Check the state of sealants in control joints and panel joints annually where applicable.

Particular attention should be paid to coal bins, chimneys and towers which, because of their design, are subject to the greatest and quickest deterioration. Consult a qualified heating contractor if it is suspected that the chimney liner requires replacing.

Division 4 – Masonry

This division relates to any natural and manufactured masonry products, glass blocks, anchorage, reinforcement and accessories.

Types of masonry include cement parging (thin coatings applied to dress up concrete block, stone rubble, and poured concrete), limestone, sandstone, other types of stone, marble and granite, manufactured stone products, brick, concrete block and structural clay tile (both are used as a backup material on exterior walls and as interior partitions).

Some parishes may contain glass blocks, which have been installed in a manner similar to masonry with mortar joints.

Masonry building components should be inspected on a semi-annual basis. A good time to do this is during the coldest months of winter and after the spring thaw. Check for evidence of efflorescence (white mineral salt deposits), spalling, cracks, deteriorated mortar, differential settlement, deformation, and water infiltration. Masonry control joints in modern cavity walls should be inspected for deterioration of sealants or blockage of weep holes. If any structural damage is suspected, or any of the above symptoms recognized, notify the PRD immediately and consult a qualified architect or engineer to rectify the problem.

If masonry cleaning is desired, consult a qualified architect for direction.

Check the state of sealants in control joints and around openings annually, where applicable.

Particular attention should be paid to coal bins and to chimneys and towers which, because of their design, are subject to the greatest and quickest deterioration. Consult a qualified heating contractor if it is suspected that the chimney liner requires replacing.

Division 5 – Metals

This division refers to anything made of steel, including structural framing members such as beams and columns, lintels, floor and roof decks, interior railings, handrails and gratings.

Often steel building components are concealed within walls and floors or are encased in fire protective finishes such as drywall or sprayed fireproofing. Look for rust stains as evidence of moisture infiltration that may have a negative effect on steel components. Look for flaking steel, rusting, deflection, displacement or other deterioration of exposed steel elements, especially those exposed to the weather such as lintels over windows and doors, canopy supports, and decorative steel crosses. It is important to maintain paint finishes on exposed steel, particularly components exposed to weather.

Inspections should be performed on an annual basis. Consult a qualified architect or structural engineer if deterioration of steel components is observed or suspected.

Division 6 – Wood and Plastics

This division relates to rough carpentry (framing for walls, floors, roofs), finish carpentry such as interior and exterior wood trim, cabinetry, countertops, millwork, built-in shelving, and paneling.

Generally speaking, rough carpentry is concealed by wall and ceiling finishes. Check periodically for evidence of termites or carpenter ants. Paint, stain and varnish finishes on exposed exterior wood trim should be regularly maintained to prevent premature deterioration. The condition of interior wood such as cabinetry and trim is more an aesthetic issue, unless related to countertops and cabinetry in wet areas such as kitchens and bathrooms which may create health hazards. Check regularly for plumbing leaks associated with cabinetry and counters.

Division 7 – Thermal and Moisture Protection

This division includes waterproofing and damp-proofing associated with basements, building insulation, air and vapour barriers, metal exterior cladding, roofing materials, applied fireproofing, fire-stopping, sealants and caulking.

Since roof replacement costs can be high, it is essential that roofs be maintained in order to maximize their useful service lives. Consult a qualified architect or roofing consultant if any evidence of leaks are discovered. Inspections of elevated structures/components such as roofs, towers, and parapets should only be done by contractors with the requisite expertise and safety equipment.

Slate

If properly maintained, quality slate roofs should have an expected service life of 75-100 years. Maintaining slate roofs requires skilled and specialized expertise. Parishes should enter into a maintenance agreement with a qualified slate roofing contractor to provide semiannual maintenance (spring and fall) to replace broken or loose slates, clear eavestroughs and downspouts, and review the condition of sealants and flashings. If slate roofs are nearing the end of their service life, retain a qualified architect or roofing consultant to prepare a condition report.

Copper

If properly maintained, copper roofing, flashings, eavestroughs and downspouts should have an expected service life similar to that of slate roofing. Generally speaking, copper roofs require less ongoing maintenance than other types of roofing. However, a qualified roofing consultant should review the condition of flashings, sealants, and fastenings every three to five years. Do not paint copper or replace portions with dissimilar metals.

Pre-painted Metal Shingles or Standing Seam Roofs

Pre-painted metal roofing will eventually require refinishing. Check for evidence of rusting, colour fading, caulking, or loss of sheen. Some systems depend on sealants to remain watertight. These should be reviewed on an annual basis. For further information, consult a qualified architect or roofing consultant.

Marley Tiles

This is a proprietary roofing system using composite cement shingle tiles and lead flashings. Do not allow any person to walk on this roof for any reason, except a roofing consultant or contractor familiar with this type of roof system. Consult your local Marley dealer for scheduled maintenance requirements.

Asphalt Shingles

Depending on the type of asphalt shingle used, orientation of roof, slope and pitch, the expected service life of asphalt shingles can vary from 15 to 30 years. Check for evidence of cracking, curling, and torn shingles on an annual basis. Consult a qualified architect or roofing consultant if the shingles or roof needs to be repaired or replaced.

Built-up Roofing

Built-up roofing consists of four plies of tarpaper felts embedded in an asphalt emulsion with pea gravel ballast. This type of roofing has an expected service life of 15 to 20 years if properly maintained. Have a qualified roofing consultant inspect the roof approximately every five years, or immediately if a leak occurs. Make sure that roof drains are kept clear of debris. Check for evidence of standing water, loss of ballast, and ballooning.

Inverted forms of this type of roofing consist of large river stone ballast (1-½" diameter) on a woven polyester mesh on rigid insulation on the roofing membrane. The advantage of this system is that the membrane is protected by the insulation. Maintain the roof as above.

Modified Bitumen

This type of roofing consists of two plies of rolled roofing mopped or torch applied. The topcoat has embedded granules similar to asphalt shingles. If properly installed and maintained, this type of roofing has an expected service life of about 20 years. This type of roofing must have a positive slope to drain, as it should not hold standing water. Make sure that drains are kept free of debris. Care should be taken by service personnel when walking on this type of roof to prevent damage. Check with the roofing installer for proprietary traffic deck systems.

EPDM or PVC

This type of roofing consists of a single ply rubber or vinyl membrane fully adhered or loosely laid and ballasted with river-washed stone. If properly installed and maintained, this type of roofing has an expected service life of about 20 years. Care must be taken not to puncture this type of roofing.

Flashings, Eavestroughs and Downspouts

Common materials for the flashings, eavestroughs and downspouts are copper, galvanized iron, and pre-painted aluminum or steel. Galvanized iron will require repainting approximately every five years. Check for flaking paint and rusting. Pre-painted material may require repainting or replacement when the finish deteriorates. Copper should have the longest service life if properly maintained. All types of eavestroughs and downspouts should be kept free of leaves and other debris and directed well away from the foundations. Installation of clean-outs at the base of downspouts can be helpful in achieving this goal. Sealants around all flashings should be inspected on an annual basis. Check for cracking, delamination, or brittle material. Deteriorated sealants should be removed and replaced by a qualified roofing contractor.

Soffits and Fascias

Soffits and fascias can be made of copper, painted or stained wood, plywood, cement board, pre-painted aluminum or steel, or painted galvanized iron. Maintenance of these items is similar to flashings. Field applied paint finishes are particularly vulnerable. Check semiannually for damage to soffits and fascias caused by rain, snow, ice, wind, animals and birds. Even small holes will attract insects, nesting birds, and animals.

Ice Guards, Tracer Cables and Lightning Protection

Ice guards should be inspected every spring for ice damage. Contact a qualified roofer if repairs are required. Tracer cables should be tested every fall to ensure proper functioning. Contact your installer if the system is malfunctioning. Certified lightning protection installations should not require any further maintenance. If any alterations are made to the roof or anything added to the roof that projects above the lightning rods, then the system must be modified by a qualified lightning protection contractor and re-certified.

Crosses and Other Decorative Projections

Inspect crosses and other decorative projections on towers, roofs and parapets annually. If they appear to be out of alignment or loose, contact a qualified roofing contractor immediately. A qualified architect or engineer may be required to redesign securement.

Division 8 – Windows and Doors

This division includes any type of window or door in addition to skylights, hatches, access panels, and rolling grilles.

Depending upon the age of the buildings, types of windows may include painted or stained wood, painted steel sash, pre-painted or anodized aluminum, and vinyl. Painted or stained wood doors may be of solid wood construction or of hardwood veneer. Hollow metal doors and frames will require periodic painting. Pre-painted or anodized aluminum doors require the least amount of maintenance. Check on a semi-annual basis for deterioration of finishes, weather-stripping, and perimeter sealants. If finishes are badly deteriorated on wood doors and windows, check for cracking and rot. Check for rust on metal doors and steel sash windows. Check on a regular basis all operating hardware, latching devices, closers, and locks for proper functioning.

Painted wood windows and doors should be repainted every 5 to 10 years depending on their exposure, orientation, age, and quality of substrate. Proper preparation of surfaces is essential for satisfactory results. Stained and/or clear-coated wood doors will have to be sanded down to bare wood before re-finishing.

Stained glass windows require inspection by a qualified firm specializing in the restoration of stained glass. Check condition of protective exterior sash glazing on an annual basis.

Periodically check all hatches, rolling grilles, and access panels for proper operation and function.

Division 9 – Finishes

This division includes anything pertaining to interior materials and finishes such as flooring, walls, ceilings, and interior or exterior coatings such as paint, stain, and varnish.

Damage to interior finishes is often indicative that there are more serious problems with the exterior building envelope or mechanical systems within the building. Pay particular attention to peeling paint, deteriorating plaster, and staining on ceilings and walls. If any of these symptoms occur, advise the PRD and consult a qualified architect.

Interior ceilings and walls should be re-painted every 5 to 10 years depending on location and usage. Proper preparation of surfaces prior to painting is essential to achieve satisfactory results. Suspended acoustic ceiling systems require little maintenance unless damage occurs. The “T-bars” may require periodic cleaning or painting. Painting of ceiling tiles should be avoided as this diminishes their acoustic absorption properties.

Flooring materials require regular maintenance to keep them clean.

Depending upon type and method of installation, carpeting will have an expected service life of 10 to 20 years. Annual steam cleaning by a professional carpet cleaner is required, as well as spot cleaning immediately after the stain is discovered. Use only cleaning products that are recommended by the carpet manufacturer. Check regularly for delamination, zippering of seams, buckling, or anything that might cause a trip hazard.

Ceramic tiles require mopping on a regular basis. Replace damaged or loose tiles. Repair grout as required.

Vinyl composite tiles require cleaning, stripping, and waxing on a regular basis. Replace loose or broken tiles. If tiles are more than 25 years old, they may contain asbestos and should only be removed and disposed of by qualified contractors specializing in asbestos abatement procedures.

Wood floors require re-finishing periodically depending upon type of finish and usage. Check for wearing of finishes to bare wood and loosening of fasteners. Buckling may be a sign of moisture from damaged heating pipes or water migration through walls, ceilings or floors.

Terrazzo floors are generally easy to maintain with damp mopping but require periodic maintenance with specialized equipment by professional cleaning staff.

Division 10 – Specialties

This division includes items such as toilet partitions, flagpoles, bird and pest control, signage, operable partitions, washroom accessories, and coat racks.

Most of these items can be maintained as part of the day-to-day church maintenance program. Check regularly for proper operation of toilet partition hardware, washroom accessories, and operable partitions.

Evidence of pests should be checked for on a regular basis. Potential pests may include termites, roaches, ants, wasps, bats, rodents, and birds. Early detection and remedial action are important. Evidence of pests may point to maintenance problems in the building envelope or structure such as the presence of dampness or rot and holes in building envelope assemblies.

Division 11 – Equipment

This division includes equipment not usually associated with churches.

Division 12 – Furnishings

This division includes built-in furnishings not usually associated with churches.

Division 13 – Special Construction

This division includes items not usually associated with churches.

Division 14 – Conveying Systems

This division includes mechanical elevating devices.

Elevating devices include inclined wheelchair platform lifts, chair lifts, personal access lifts, barrierfree lifts, and regular elevators. A scheduled maintenance agreement should be entered into with the supplier and installer of the equipment.

Division 15 – Mechanical

This division includes anything relating to building mechanical systems such as heating, ventilation and air conditioning including control wiring, plumbing, and fixtures.

Building heating systems can be forced air furnaces, steam heating, hot water heating, HVAC and fan units located in mechanical rooms, basements, attics, or on roofs. Fuel sources may be oil, propane, natural gas or electricity. In some cases, there may be supplemental electric baseboard or force-flow heating at entrance vestibules or washrooms. All types of heating systems should be maintained by a qualified mechanical contractor on an annual basis just prior to the commencement of the heating season. Replace filters on forced air furnaces and HVAC units as recommended by the equipment manufacturer during the heating season. Have ductwork cleaned periodically. Steam traps on steam heating systems will have to be replaced as required to keep the system functioning efficiently. Only qualified personnel should add system chemicals. Check radiators at the beginning of the heating season and on a monthly basis during the heating season to ensure proper functioning. Consult a qualified heating contractor if problems occur.

Most central exhaust and ventilation fans require maintenance on an annual basis to check for smooth operation of bearings, belts, and motors. This work should be performed by a qualified mechanical contractor. Check regularly for decreased airflow, dust patterns on walls and ceilings, and noisy equipment.

A qualified mechanical contractor should service air conditioning units prior to each cooling season. Replace filters as recommended by the equipment manufacturer.

Commercial kitchen equipment exhaust hoods should be cleaned annually, or more often if required, by a professional cleaning service specializing in this type of work.

Tap washers and toilet flush mechanisms are to be replaced or adjusted as required. Check regularly for dripping, staining of basins, and “running” toilets. Domestic hot water tanks should be

purged annually to increase service life. Floor drains that do not have an integral trap primer should be periodically primed manually to prevent sewer gases from escaping into occupied spaces.

Septic tanks should be pumped out periodically depending upon extent of usage. Well water should be tested periodically by the local Ministry of the Environment testing laboratory. Regularly check for proper functioning of sump pumps and water pumps. Service water-softening systems as per the supplier/installer's recommendations.

Consult a qualified drain contractor if systems back up. Collapsed drainage tiles, tree roots, and inadequate slopes within drains may all be contributing factors. Grease traps should be cleaned periodically, and no less than annually, by a qualified service contractor.

Division 16 – Electrical

This division relates to incoming utility service, power distribution, lighting fixtures, electrical devices, fire safety systems, emergency lighting, and exit lighting,

Life safety systems deal with fire separations that contain fires and restrict them from spreading, limits to the number of occupants in a particular room, means of egress that allow the occupants to exit the building in the case of a fire emergency, emergency lighting systems that provide lighting to assist in exiting the building in the event of a power failure, early warning fire detection and alarm systems to identify a fire condition and to alarm building occupants of the danger, and fire suppression systems such as fire extinguishers, stand pipe systems, and sprinklers that help to suppress fires.

It is critical for the safety of building occupants to ensure that these systems are fully operational at all times and that fire separations are not breached by leaving fire doors ajar. A qualified fire system maintenance contractor must be retained to inspect the fire alarm system on an annual basis and should be consulted for advice on the scheduled maintenance requirements of other life safety systems within the building. Some systems may also require periodic housekeeping in order to ensure proper functioning and reduce the risk of false alarms.

The above information is intended to assist parishes in the maintenance of church buildings and parish property. Further guidance can be obtained by contacting the Property Resources Coordinator at (416) 363-6021 Ext. 245, or by visiting the following page of the Diocesan website: <http://www.toronto.anglican.ca/parish-administration/real-estate/church-property/>.

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Parish Property Maintenance Checklist

DIV.	SECTION	MAINTENANCE			
		SEMI-ANNUALLY	ANNUALLY	3-5 YEARS	OTHER
2	Fences	X			
2	Access				Checked on regular basis to avoid circulation hazards.
2	Railings				Checked on a regular basis for loose fittings.
2	Landscaping		X		
2	Tree Maintenance				Initial inspection followed by development of tree maintenance program
2	Paving				Check on regular basis to avoid circulation hazards.
2	Drainage, Weeping Tiles				Check on regular basis to avoid blockage or pooling of run-off.
2	Snow Removal		X		as required
2	Designated Substances				Consult PRD.
2	Buried Oil Tanks				Consult PRD.
3	Concrete	During coldest months and after spring thaw.			Advise PRD if structural damage is suspected.
3	Control Joints	X			
3	Coal Bins, Chimneys, Towers				Consult heating contractor for chimney lining replacement.
4	Masonry	During coldest months and after spring thaw.			Advise PRD if structural damage is suspected.
4	Masonry Cleaning				Consult an architect.
4	Masonry Control Joints				Refer to Sealants (7)

5	Metals		X		
6	Wood and Plastics				Check periodically.
7	Waterproofing				Consult PRD if leak is discovered.
7	Sealants		X		
7	Slate	Spring/Fall			
7	Copper			2-3 years	

DIV.	SECTION	MAINTENANCE			
		SEMI- ANNUALLY	ANNUALLY	3- 5 YEARS	OTHER
7	Pre-painted Metal Shingles, Standing Seam Roofs			X	
7	Marley Tiles			X	Consult local Marley dealer.
7	Asphalt Shingles		X		
7	Built-up Roofing			X	
7	Modified Bitumen			X	
7	EPDM/PVC			X	
7	Flashing/Eavestroughs/Downspouts	Spring/Fall	For sealant around flashings.	For repainting of galvanized iron.	
7	Soffits/Fascias	Check for damage caused by snow.			
7	Ice Guards		Spring		Check for damage caused by ice and snow.
7	Tracer Cables		Fall		
7	Lightning Protection				None required if certified
7	Crosses/Decorative Projections	X			Check for deteriorated connections.
8	Window/Doors	X			Check for deterioration of finishes, weather stripping, and perimeter sealants.

9	Interior Ceilings and Walls		X		
9	Carpet		Carpet steam cleaning.		Regular spot cleaning of surfaces as required.
9	Ceramic Tile				Regular cleaning of surface when required. Replace tile and repair grout when required.
9	Wood Floors				Regular maintenance as required. Periodic refinishing when required.
10	Specialties				Not applicable.
11	Equipment				Not applicable.
12	Furnishings				Not applicable.
13	Special Construction				As per supplier/installer's maintenance agreement.
DIV.	SECTION	MAINTENANCE			
		SEMI-ANNUALLY	ANNUALLY	3-5 YEARS	OTHER
14	Inclined Wheelchair Platform/Personal Access Lifts/Barrier Free Lifts/Elevators				As per supplier/installer's maintenance agreement.
15	Forced Air Furnaces/Steam Heating/Hot Water Heating/Rooftop HVAC units		By maintenance contractor prior to commencement of heating season.		
15	Ductwork				Clean periodically as required.
15	Forced Air System Filters				As required by the equipment manufacturer.
15	Steam Heating System Steam Trap		X		
15	Radiators		Prior to the heating season.		

15	Central Exhaust/ Ventilation Fans		X		
15	Air Conditioning		Prior to cooling season.		
15	Exhaust Hood		X		
15	Hot Water Tanks		X		
15	Tap Washers/Toilet Flush Mechanisms				Adjust and replace as required.
15	Non-integral trap primer/ Floor Drains				Prime manually periodically.
15	Septic Tanks				Pump out periodically depending on extent of use.
15	Drains				Consult drain contractor in case of back up.
15	Grease Traps		X		As required, but no less than annually.
15	Fire Extinguishers/Stand Pipe System/Sprinklers		X		By fire system maintenance contractor.
16	Emergency Lighting/Fire Detection/ Fire Alarms Systems		X		By fire system maintenance contractor.



Self-assessment – How Safe is Your Place of Worship

At Ecclesiastical, we believe that it's important for places of worship to undertake risk assessments and to record all significant findings. The detailed Guidance Notes that accompany this document can be of great help. Please note that while the items outlined are integral to any assessment, they are included for guidance purposes only and should not be considered as an exhaustive list.

I. Are all electrical systems, including wiring, switchgear and any fixed machinery such as organ blower motors and all portable electrical appliances in good condition and properly maintained? (See Guidance Notes, Section 1.1)

All electrical installations and electrical equipment (including portable appliances) in use within the premises must be installed and maintained in accordance with relevant National Standards, the *Canadian Electrical Code*, and applicable Provincial and Municipal Building Codes/Standards so as to prevent danger.

In order to ensure that electrical systems are safe and maintained in good order, routine inspections must be carried out by a suitably qualified and competent person licensed by the province of jurisdiction.

For all electrical construction and maintenance work carried out in a province in Canada, a licensed electrician or supervised apprentices working under the *Electrical Installation and Inspection Act* for the province of jurisdiction must be employed.

Electrical Test certificate(s) must be issued upon completion of said inspections and any subsequent remedial work which may be required must be carried out.

It is normal practice to recommend that fixed electrical systems and electrical equipment in premises such as yours be inspected and tested every five years.

Records must be kept of all inspections, examinations and maintenance carried out.

Any defective wiring or equipment must be brought up to the relevant standard required under the Municipal, and/or Provincial, and/or National Codes.

For general reference, electrical rooms or panel areas must be kept clear of combustibles and items in general that are too close to the panel and may represent a fire hazard or impede access to the panel. An electrical room or panel area must not be used for general storage. *Canadian Electrical Code*, Rule 26-350(2) states: "Vaults shall not be used for storage purposes".

You must keep a 1 metre (3.28 feet) clear working space around electrical panels and equipment. *Canadian Electrical Code*, Rule 2-308 states that, "a minimum working space of 1 metre with secure footing shall be provided and maintained about electrical equipment such as switchboards, panel boards, control panels, and motor control centres that are enclosed in metal."

Circuit breakers should not be locked or taped open. A breaker responds to heat buildup within the wiring and must be allowed to move freely in order to prevent a fire due to overload.

YES	NO	N/A

2. Do you have procedures in place for the vetting of persons working with children, young people and vulnerable adults? (See Guidance Notes, Section 2.1)

It is most important that adequate safeguards are adopted and adhered to when selecting persons wishing to work with children and/or vulnerable adults.

We strongly recommend reference, police and background checks be completed in all instances where new staff and volunteers want to be involved with children.

3. Do you have procedures in place for fetes and other outdoor activities? (See Guidance Notes, Sections 2.2, 2.3)

There are various hazards associated with such things as bouncy castles, fireworks and charity walks. Do you have appropriate protocols in place for any events being staged at your facility?

4. Do you have a system in place for the recording of accidents and the reporting of injuries, diseases and dangerous occurrences? (See Guidance Notes, Section 3)

We strongly recommend your place of worship adopt a formal accident/incident reporting policy. Where possible, you should obtain written statements from any witnesses and record relevant contact information.

A sample accident/incident report form is available from Ecclesiastical.

5. Do you have formal safety procedures in place if your facility is used for public performances and for major services throughout the year? (See Guidance Notes, Section 7.1)

If your place of worship is regularly used for concerts and services, a written policy should be in place detailing matters such as evacuation procedures, training of stewards, volunteers and others in the use of fire extinguishers and other equipment. Consideration should also be given to the installation of an automatic fire alarm system and a public address system for giving instructions in the event of an emergency.

6. Have you carried out an assessment and survey, if necessary, to determine the location and condition of any asbestos and prepared a management plan? (See Guidance Notes, Section 7.2)

Some places of worship may still have asbestos used as insulation, pipe lagging and fire protection. It is essential that the material be in good repair, with no breaks or exposed areas which may be hazardous to the health of visitors and contractors. A management plan can then be implemented to enable the asbestos to remain safely on the premises, or to be removed.

Asbestos can only be removed by a contractor licensed to carry out asbestos abatement within the required guidelines for your province and/ or municipality.

YES	NO	N/A

7. Have assessments been carried out on areas where there is the risk of falls from a height and appropriate measures taken? (See Guidance Notes, Section 7.3)

Careful consideration must be given before allowing persons to visit any high level areas of your building. Adequate signage and guidelines must be drawn up.

Balconies, galleries and choir lofts should have railings installed which meet the minimum height requirements of your province of jurisdiction, and those areas not meeting the prescribed height should have restricted access until the situation has been rectified.

Working off step ladders or high ladders in general is discouraged when changing light bulbs in facilities with high ceilings. Alternatives should be explored and always ensure a minimum of two persons are involved when changing light bulbs in your facility.

8. Has an assessment been carried out on any catering/food preparation to ensure compliance with food hygiene regulations? (See Guidance Notes, Section 7.5)

Many places of worship hold events where food preparation is undertaken, sometimes only on occasion and others on a daily basis. Proper training in food handling techniques and equipment should be undertaken as prescribed by local authorities.

9. Has an assessment been carried out on manual handling operations? (See Guidance Notes, Section 7.6)

In many places of worship, there is a constant moving of chairs, staging, pianos etc. to cater to different layouts and services throughout the year. We recommend the risk of injury be reduced through adequate training and through the use of mechanical aids as required. Whenever possible, manual handling should be avoided altogether.

10. Are the grounds and yard – including sidewalks, driveways, steps, fences, walls and trees – in good repair and properly maintained? (See Guidance Notes, Sections 8 & 9)

Particular attention should be given to exterior walkways, paths and parking areas subject to frost damage. All areas should be free from potholes and large cracks which may be subject to height changes due to the freeze/thaw cycle.

Stairs should be clean, with adequate railings (firmly secured) and free from obstacles. Walls, fencing and gates must be kept in good repair, and trees should be subject to annual inspections and maintenance by qualified person(s) to prevent falling branches which could damage your building or the property of others. Where graveyards are part of the grounds, gravestones, tombs and monuments must be maintained in a safe condition. Although tombstones are the responsibility of the family, you may be responsible where family cannot be located, and you also have general liability for the safety of the grounds.

YES	NO	N/A

11. Are floor surfaces and coverings in good condition and properly maintained? (See Guidance Notes, Sections 8 and 9)

Slipping, tripping and falling are a major cause of injuries. You must ensure that there are no unexpected changes in floor levels or stair heights and that floor surfaces are not sunken, cracked or damaged. Carpet runners and mats should sit flat and preferably be secured. "Wet Floor" signs should be used and good housekeeping practices established.

12. Are all stairways (both inside and out) in good condition and well lit? (See Guidance Notes, Section 8.1.1 , 8.1.2, 8.2)

Stairways must have adequate handrails securely attached and be well lighted. It is good practice to affix non-slip treads and to paint the edge/ bull nose of each step to designate the height change.

Motion-sensitive lighting is recommended for all exterior areas and stairwells.

13. Does your organization have a written Health & Safety policy?

Health & Safety legislation also applies to places of worship. In Ontario, where there are 5 or more employees, a Health & Safety representative must be appointed. Where there are 20 or more employees, a Health & Safety Committee shall be formed. Requirements may vary across the country and it is recommended that you check your own provincial legislation in this regard.

It is the duty of every employee, including part-time employees such as organists, caretakers and administrators, to take reasonable care for their own safety and that of other persons who may be affected by their acts or omissions. With a large majority of institutions relying on volunteers, a written Health & Safety policy is essential in ensuring a safe environment for all.

14. Have assessments been carried out on all substances hazardous to health and controls put in place where necessary?

Substances most likely found in places of worship are gasoline, pesticides, insecticides, weed killers, fertilizers and cleaning products.

All hazardous substances must be stored and used in accordance with the manufacturer's instructions. Consideration should be given to replacing dangerous substances with less hazardous (Green) alternatives.

Towers may be subject to pigeon droppings which can be hazardous to health and may cause the disease psittacosis. Specialist advice should be obtained.

15. Do you have regular inspections of lifting equipment?

Many places of worship have large, heavy and ornate font covers, candelabra and sanctuary lamps which may be raised or lowered by a system of pulleys and counterweights. Winches and lifting equipment may also be found in towers for raising and lowering bells and other materials. We recommend a qualified person(s) inspect the equipment on an annual basis.

YES	NO	N/A

16. Has an assessment been carried out to ensure there is no risk of injury from glass in doors and windows?

We recommend the installation of safety glass in all windows below waist height and in doors below shoulder height and elsewhere if there exists the likelihood of injury.

Places of worship built prior to the 1970s may well have low level glass that should be upgraded.

17. Is all equipment, machinery, tools and other items in good condition and regularly maintained, checked and repaired?

Inspections should be carried out by suitably qualified person(s) on all equipment, tools and machinery whenever the equipment is likely to become unsafe due to environment, damage or wear.

Persons using the equipment should be provided with adequate instruction, information and training in the safe use of same.

Boilers and other heating equipment should be inspected at the beginning and end of the heating season.

Lawnmowers and other items used for yard and grounds maintenance must be regularly checked and serviced and personal protective equipment such as visors and gloves must be available and in good repair.

YES	NO	N/A

Anglican Diocese of Toronto Insurance Program Service Team

Title	Contact
Account Executive	Daniel Winstanley, 416.941.6619 daniel.winstanley@aon.ca
Associate Account Executive	Andrew Giacomini, 416-868-5736 andrew.giacomini@aon.ca

General Inquiries - Certificates of Insurance, Policy Information, Billing Information

Material Change Reporting – Newly Vacant Property, New Church Run Day Care, New Parish Nurse, Handling of Human Remains, Planned Renovations and/or Construction Over \$1,000,000.

Church Facility User Group Insurance

Quote and purchase at www.anglican-user.aon.ca. Help at church.certs@aon.ca.

Proof of insurance requirements for church facility users that already have insurance:

<https://www.toronto.anglican.ca/parish-administration/finance/insurance/mandatory-insurance-requirements-for-facility-rentals/>

Claims

Title	Contact
Senior Claims Consultant	Tanya N. Ketterer, 416.868.5683, tanya.ketterer@aon.ca

Report property claims direct to claimsservices@eccles-ins.com or 416 484 3970

After hours property claims claimsservices@eccles-ins.com tel.: 1 888 693 2253, fax: 416 484 6352

Report all claims other than Property and Abuse Liability to Tanya N. Ketterer.

Report all Abuse Liability claims to the Diocese Executive Director

Risk Management Information

Risk Control Guidelines and Checklists

Arson Prevention

Fire Protection System Impairment

Slip and Falls

Winter Hazards

Frozen Pipes

<https://www.toronto.anglican.ca/parish-administration/finance/insurance/risk-management/>

<p style="text-align: center;">LIST OF TRADESPEOPLE AND BUILDING SERVICES</p> <p style="text-align: center;">BY EPISCOPAL AREA</p>
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The companies listed below are provided for information only. This list is not an endorsement of their services.

For any property claims, the first point of contact should be the building insurer.

1. YORK-SIMCOE

Electricians

Electrical Safety Authority
1-877-372-7233
Web: <https://www.esasafe.com>
Will provide you with the name of an Electrician licensed in Ontario

Electrical Contractors of Ontario
416-675-3226 / 1-800-387-3226
Web: <https://www.ecao.org>

Plumbers

Canadian Institute of Plumbing
And Heating
295 The West Mall, Suite 504
Toronto, Ontario
M9C 4Z4
(416)695-0447
1-800-639-2474
Email: info@ciph.com

Roofers

Alpine Roofing
Service across the GTA from Mississauga/Brampton to Ajax/Pickering/Whitby
31 Carlaw Avenue
Toronto, Ontario
M4M 2R6
(416)469-1939
Web: <https://www.alpineroofing.ca>

Armour Roofing
Service in Collingwood and Georgian Triangle Area
(705)445-7536
Web: <https://www.armourroofingcollingwood.ca>

Contractors

Ontario General Contractors in Ontario
Suite 280, 180 Attwell Drive
Etobicoke, Ontario M9W 6H8
(905)671-3969
Web: <https://www.ogca.ca>

Handyman Services

Mr. Handyman
Services Mississauga, Etobicoke, Toronto and Barrie
Web: www.mrhandyman.ca

Additional resources local to the Barrie area:

Carpet Cleaning
Ken Burrows
705-733-9876

Glass Repair
Barrie Regional Glass
705-721-5309

Fire Maintenance
OFS
705-728-5289

General Repairs
Mike Gourlie
705-818-8610

Locksmith
Paul's Locksmith Ltd.
705-728-7841

Painting
Andy's Painting
519-215-3120

Plumbing
JT Plumbing
705-717-9766

Snow Plowing
Jeff White Property Maintenance
705-734-1282

2. **YORK-CREDIT VALLEY**

Electricians

Electrical Safety Authority
1-877-372-7233
Web: <https://www.esasafe.com>
Will provide you with the name of an Electrician licensed in Ontario

Electrical Contractors of Ontario
Web: <https://www.ecao.org>
416-675-3226 / 1-800-387-3226

Plumbers

Canadian Institute of Plumbing
And Heating
295 The West Mall, Suite 504
Toronto, Ontario
M9C 4Z4
(416)695-0447
1-800-639-2474
Email: info@ciph.com

Roofers

Alpine Roofing
Service across the GTA from Mississauga/Brampton to Ajax/Pickering/Whitby
31 Carlaw Avenue
Toronto, Ontario
M4M 2R6
(416)469-1939
Web: <https://www.alpineroofing.ca>

Contractors

Ontario General Contractors in Ontario
180 Attwell Drive
Suite 280
Etobicoke, Ontario
M9W 6H8
(905)671-3969
Web: <https://www.ogca.ca>

Handyman Services

Mr. Handyman
Services Mississauga, Etobicoke, Toronto and Barrie
Web: www.mrhandyman.ca

3. **YORK-SCARBOROUGH**

Electrical

Electrical Safety Authority
1-877-372-7233
Web: <https://www.esasafe.com>
Will provide you with the name of an Electrician licensed in Ontario

Electrical Contractors of Ontario
416-675-3226 / 1-800-387-3226
Web: <https://www.ecao.org>

Plumbers

Canadian Institute of Plumbing
And Heating
295 The West Mall, Suite 504
Toronto, Ontario
M9C 4Z4
(416)695-0447
1-800-639-2474
Email: info@ciph.com

Roofers

Alpine Roofing
Service across the GTA from Mississauga/Brampton to Ajax/Pickering/Whitby
31 Carlaw Avenue
Toronto, Ontario
M4M 2R6
(416)469-1939
Web: <https://www.alpineroofing.ca>

Contractors

Ontario General Contractors in Ontario
180 Attwell Drive
Suite 280
Etobicoke, Ontario
M9W 6H8
(905)671-3969
Web: <https://www.ogca.ca>

Handyman Services

Mr. Handyman
Services Mississauga, Etobicoke, Toronto and Barrie
Web: www.mrhandyman.ca

4. TRENT-DURHAM

Electricians

Electrical Safety Authority
1-877-372-7233

Web: <https://www.esasafe.com>

Will provide you with the name of an Electrician licensed in Ontario

Electrical Contractors of Ontario
416-675-3226 / 1-800-387-3226
Web: <https://www.ecao.org>

Plumbers

Canadian Institute of Plumbing
And Heating
295 The West Mall, Suite 504
Toronto, Ontario
M9C 4Z4
(416)695-0447
1-800-639-2474[
Email: info@ciph.com

Plumbers Direct Inc.
2100 Bloor St. West, Suite 6222
Toronto, ON, M6S 5A5
Phone: (416) 402-7798
Email: plumbersdirect@me.com
Website: <https://plumbersdirect.ca/about-plumbers-direct-toronto/>
Plumbers License#: P20579
[Repairs residential and commercial dishwashers and/or installs new ones. A one-stop service.]

Roofers

Stokes Roofing and General Home Repair
(705)761-3875
1-844-257-0717
Web: <https://www.stokesroofinggeneralhomerepair.business.site>

Contractors

Ontario General Contractors in Ontario
180 Attwell Drive
Suite 280
Etobicoke, Ontario
M9W 6H8
(905)671-3969
Web: <https://www.ogca.ca>

The following is a list of building/structural engineers who conduct building inspections and offer other

building structural/environmental services:

<http://www.cdwengineering.com/>

<https://morrisonhershfield.com/>

<https://www.pinchin.com/services/building-science-sustainability/building-condition-assessments/186>

<https://rvanderson.com/>

<https://www.rjc.ca/>

<https://ben-engineering.com/Commercial-Industrial-Building-Property-condition-assessment>

LIST OF LEGAL PROFESSIONALS

Steve Luff

sluff@toronto.anglican.ca

For matters requiring review of Lease/Licensing Agreement

Law Society of Upper Canada

130 Queen Street West

Toronto, Ontario

M5H 2N6

1-800-668-7380

416-947-3300

Website: <https://lso.ca/contact-us>

Stephen Kylie (located in Peterborough)

206 Aylmer Street North

P.O. Box 1900

Peterborough, Ontario K9J 7X7

(705)748-6521

Web: www.stephenkylie.ca

Bishop and Rogers

238 Highland Street

Haliburton, Ontario

K0M 1S0

(705)457-1440

Barriston Law

151 Ferris Lane

Suite 202

Barrie, Ontario

L4M 6C1

(705)792-9200 / 1-855-792-9204

Web: www.barristonlaw.com

Legal services for Barrie, Collingwood, Huntsville and Bracebridge