

**AGENDA**  
**MIDDLESEX-LONDON BOARD OF HEALTH**  
**Finance & Facilities Committee**

Microsoft Teams Conferencing  
Thursday, June 4, 2020 9:00 a.m.

**1. DISCLOSURE OF CONFLICTS OF INTEREST**

**2. APPROVAL OF AGENDA**

**3. APPROVAL OF MINUTES – March 5, 2020**

**4. BUSINESS**

4.1 Relocation Project Update

**5. OTHER BUSINESS**

5.1 Next meeting Thursday, July 2, 2020 at 9:00 a.m.

**6. CONFIDENTIAL**

The Finance and Facilities Committee will move in-camera to consider matters regarding a trade secret or financial information, supplied in confidence to the local board, which if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with contractual or other negotiations of a person, group of persons or organization, and a trade secret or financial information that belongs to the municipality or local board and has monetary value.

**7. ADJOURNMENT**



**PUBLIC MINUTES  
FINANCE & FACILITIES COMMITTEE**  
MLHU Boardroom  
Middlesex County Building  
399 Ridout Street North, London  
Thursday, March 5, 2020 9:00 a.m.

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**MEMBERS PRESENT:** Ms. Maureen Cassidy (Chair, Board of Health)  
Ms. Aina DeViet (Vice-Chair, Board of Health)  
Ms. Tino Kasi

**REGRETS:** Ms. Kelly Elliott (Committee Chair)  
Mr. Ian Peer

**OTHERS PRESENT:** Dr. Christopher Mackie, Secretary-Treasurer  
Ms. Lynn Guy, Executive Assistant to the Medical Officer of Health (Recorder)  
Ms. Laura Di Cesare, Director, Corporate Services  
Mr. Brian Glasspoole, Manager, Finance  
Mr. Joe Belancic, Manager, Procurement and Operations

At 9:00 a.m., Chair Cassidy called the meeting to order.

**DISCLOSURE OF CONFLICT OF INTEREST**

Chair Cassidy inquired if there were any disclosures of conflicts of interest. None were declared.

**APPROVAL OF AGENDA**

It was moved by Ms. DeViet, seconded by Ms. Kasi, *that the AGENDA for the March 5, 2019 Finance & Facilities Committee meeting be approved.*

Carried

**APPROVAL OF MINUTES**

It was moved by Ms. Kasi, seconded by Ms. DeViet, *that the MINUTES of the February 6, 2020 and February 13, 2020 Finance & Facilities Committee meetings be approved.*

Carried

**NEW BUSINESS**

**4.1 Board of Health Remuneration (Report No. 008-20FFC)**

It was moved by Ms. DeViet, seconded by Ms. Kasi, *that the Finance & Facilities Committee review and recommend that the Board of Health receive Report No. 008-20FFC re: "2019 Board of Health Remuneration" for information.*

Carried

**4.2 Q4 Financial Update and Factual Certificate (Report No. 009-20FFC)**

Mr. Glasspoole provide an update on the Q4 financials. He noted that currently there is a project \$400,000 surplus, which will be applied to relocation-related expenses pre the Board of Health's decision in May related to the Q1 Financial Update that came through FFC then.

Dr. Mackie noted that there was an update to the factual certificate in regard to civil action. Legal costs relating to complaints against the Health Unit, insurance coverage, and at what points such complaints may be deemed frivolous or vexatious, were discussed.

Ms. Kasi requested that the Health Unit send decisions regarding these complaints to the Board of Health.

It was moved by Ms. Kasi, seconded by Ms. DeViet, *that the Finance & Facilities Committee review and recommend to the Board of Health to receive Report No. 009-20FFC re: "Q4 Financial Update and Factual Certificate."*

Carried

#### **4.3 Visa / Vendor Payments (Report No. 010-20FFC)**

Dr. Mackie provided details relating to the report.

It was moved by Ms. DeViet, seconded by Ms. Kasi, *that the Finance & Facilities Committee receive Report No. 010-20FFC re: "Visa/Vendor Payments" for information.*

Carried

#### **4.4 Public Sector Salary Disclosure (Report No. 011-20FFC)**

It was moved by Ms. Kasi, seconded by Ms. DeViet, *that the Finance & Facilities Committee recommend that the Board of Health receive Report No. 011-20FFC re: "Public Sector Salary Disclosure Act – 2019 Record of Employees' Salaries and Benefits" for information.*

Carried

### **OTHER BUSINESS**

Next meeting: Thursday, April 2, 2020 9:00 a.m.

### **CONFIDENTIAL**

At 9:11 a.m., it was moved by Ms. DeViet, seconded by Ms. Kasi, *that the Finance & Facilities Committee move in-camera to consider matters regarding a trade secret or financial information, supplied in confidence to the local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with contractual or other negotiations of a person, group of persons, or organization, and a trade secret or financial information that belongs to the municipality or local board and has monetary value, and to approve confidential minutes of its February 6, 2020 meeting.*

Carried

At 9:34 a.m., it was moved by Ms. Kasi, seconded by Ms. DeViet, *that the Finance & Facilities Committee return to public session.*

Carried

At 9:34 a.m., the Finance & Facilities Committee returned to public session.

### **ADJOURNMENT**

At 9:34 a.m., it was moved by Ms. Kasi, seconded by Ms. DeViet, *that the meeting be adjourned.*

Carried

At 9:35 a.m., Chair Cassidy *adjourned the meeting.*

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**MAUREEN CASSIDY**  
Chair

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**CHRISTOPHER MACKIE**  
Secretary-Treasurer

DRAFT



TO: Chair and Members of the Finance & Facilities Committee

FROM: Christopher Mackie, Medical Officer of Health / CEO

DATE: 2020 June 04

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## RELOCATION PROJECT UPDATE

*It is recommended that the Finance & Facilities Committee recommends the Board of Health receive Report No. 013-20FFC, re: “Relocation Project Update” for information.*

### Key Points

- Post Construction enhancements that have been completed include the installation of the lower level ramp, installation of a window in Counterpoint, and additional accessible door operators.
- There are 36 outstanding change requests that include enhancements to the clinical areas, as well as improvements to personal safety and security on the premises ([Appendix C](#)).
- Estimated costs for changes are between \$67,750 - \$94,500, excluding consulting fees.

### Background

On March 23, 2020 the move into the clinical space commenced with the clinical teams. During the set-up of the clinic, staff and management compiled a list of change order requests to improve workflow and enhance specific Infection Prevention and Control (IPAC) standards. While the clinic is fully operational, except for the dental operatories, enhancements are recommended to improve the longevity and functionality of the reprocessing area of the clinic.

Additional change requests have been submitted in response to recommendations made by the Joint Occupational Health and Safety Committee (JOHSC) as well as a Crime Prevention Through Environmental Design (C.P.T.E.D.) assessment that was conducted following the move to Citi Plaza. It is expected that additional costs for clinic, personal safety and security enhancements can be accommodated in the contingency budget, keeping the project within the allocated budget. There is \$151,617 remaining in the contingency budget, which is allocated as \$51,617 in project contingency and \$100,000 in owner contingency.

### Update on Post Construction Enhancements

Construction of the ramp in the lower level was completed on May 8, 2020. The ramp will be utilized by employees in multiple program areas for ease of transporting supplies and materials to and from the loading dock - see [Appendix A](#). In addition, a large window was installed in the needle exchange area to improve visibility. This enhancement provides unobstructed views of clients entering and exiting from the Clarence Street door thereby improving safety for both clients and staff. A detailed change summary sheet provided by our architect is included as [Appendix B](#).

### Outstanding Change Notices to be Issued

Since the opening of the clinic on March 30, 2020, there were 36 outstanding change requests identified related to clinic enhancements as well as improvements to personal safety and security on the premises.

These enhancements resulted in additional change notices submitted by our architect that are being actively addressed by the general contractor. Details of the change notices (CN) to be issued by our architect are included as [Appendix C](#).

### Change Notice 72 & 75

Drawings were prepared by our architect for altering the exam rooms, reprocessing area and dental treatment rooms. Options were presented and selected by the clinical team based on IPAC standards and requirements allowing the change notices to be issued by the architect. Construction of the clinical areas will be phased in order to avoid disruption to clinical services and will be required to be completed outside of the operation of the clinic. Dental requirements changed late in the construction schedule based on the approval timelines of the Ministry regarding senior's dental program. The dental procedure rooms remain inoperable for prevention or treatment services as a result of pending equipment installation, further changes required to meet IPAC standards, and a pending radiation certificate. The schedule for construction will be confirmed once costs have been submitted by the contractor.

### Change Notice 76

This change requires a reprogramming of the lighting system in order to reduce the amount of light transmitting through the corridor on the second level adjacent to the central stairwell. This corridor lighting is creating negative health affects for staff working in those areas with light sensitivities and was a recommendation made by the JOHSC.

### Change Notice 77

Following the C.P.T.E.D. Assessment one of the recommendations was to add a second door system (vestibule) for the second-floor employee entrance. This improvement would slow down the entry option and provide an additional layer of site security for entry locations that are not actively observed by staff.

### Cost Estimates

Updated cost estimates for the above change notices have been provided by our project management consultant and summarized in the table below:

Change Notice	Citi Plaza Location	Description	Estimated Costs
CN72	Clinic	Exam Rooms, Adding a Nurses Station	\$25,000 - \$35,000
CN75	Clinic	Reprocessing Area and Dental Rooms	\$30,000 - \$40,000
CN76	2nd Level	Level 2 Corridor Dimming	\$1,750 - \$2,500
CN-(TBD)	2nd Level	Level 2 Staff Entrance Vestibule	\$13,000 - \$17,000

The COVID-19 pandemic may drive costs upward as trades and general contractors are likely to include additional health and safety costs as well as after-hours work into their quotes. There will be additional consulting fees above and beyond the construction estimates, which are yet to be finalized.

### Next Steps

Any additional change requests will be evaluated on a case by case basis and will be brought to the attention of the Finance and Facilities Committee for update or approval.

This report was prepared by the Healthy Organization Division.



Christopher Mackie, MD, MHSc, CCFP, FRCPC  
Medical Officer of Health / CEO

### Loading Dock Ramp



# Contract Changes Summary



Report No. 013-20FFC  
Appendix B

MLHU - Interior Fit-Up (Suite 110)  
355 Wellington Street  
Proj.. No.: 1715-TI  
Date: 11/05/2020

EPA I.D.#	Date Issued	Consultant I.D.#	Description of Work	Issued CO	Date Approved	Submitted CO Cost	Change Orders Cost		
							Pending	Approved	Invoiced
CN-01R1	2019/07/24	n/a	Concrete Testing - Power Poles removed from contract - Furniture scope is to be added to contract	CO-01	2019/10/22	\$ 9,885.23		\$ 11,059.13	\$ 11,059.13
		CCN-E-01					-\$ 1,173.90	-\$ 1,173.90	
CN-02R1	2019/08/19	n/a	Framing Revisions - Incl Mtg Rm (250) width	CO-02R1	2019/08/23	\$ 1,866.69		\$ 1,866.69	\$ 1,866.69
CN-03	2019/07/30	n/a	Revise to 12mm (1/2") Gypsum Board	CANCELLED					
CN-04R1	2019/08/08	CCN-E-04	Relocate Junction boxes below raise access floor	CO-04	2019/08/23	\$ 873.18		\$ 873.18	\$ 873.18
CN-05R1	2019/09/30	n/a	Furniture Coordination Revisions	CO-14	2019/09/27	\$ 7,942.55		\$ 1,059.40	\$ 1,059.40
		CCN-E-03					\$ 1,271.41	\$ 1,271.41	
		CCN-E-07R1					\$ 5,611.74	\$ 5,611.74	
		CCN-E-08					\$ 0.00	\$ 0.00	
CN-06	2019/08/02	n/a	Hoarding Walls	CO-06	2019/09/20	\$ 280.90		\$ 280.90	\$ 280.90
CN-07	2019/08/15	n/a	Plumbing/Structure Interferences	CO-07	2019/09/03	\$ 1,179.90		\$ 1,179.90	\$ 1,179.90
CN-08	2019/09/12	n/a	Basement Duct Coordination	CO-08	2019/10/03	\$ 5,131.52		\$ 5,131.52	\$ 5,131.52
CN-09	2019/08/15	n/a	ELEC Shop drawing Coordination	CO-09	2019/09/27	\$ 1,805.18		\$ 262.29	\$ 262.29
		CCN-E-05					\$ 1,542.89	\$ 1,542.89	
CN-10R1	2019/09/06	n/a	STRUCT Existing Condition Confirmations	CO-10R1	2019/10/09	\$ 8,125.65		\$ 2,585.58	\$ 2,585.58
		DCB CN-01 & 02					\$ 5,540.07	\$ 5,540.07	
CN-11R2	2019/11/06	n/a	Bulkheads @ ACT Height Transitions	CO-11	2019/08/23	\$ 4,474.47		\$ 4,474.47	\$ 4,474.47
CN-12R1	2019/09/20	n/a	Stair 110-C - Structural Interference	CO-12	2019/10/09	\$ 1,599.02		\$ 919.02	\$ 919.02
		DCB CN-02					\$ 680.00	\$ 680.00	
CN-13	2019/08/27	n/a	Electrical Interferences	CO-13	2019/09/24	\$ 2,442.50		\$ 510.39	\$ 510.39
		CCN-E-06					\$ 1,932.11	\$ 1,932.11	
CN-14	2019/08/30	CCN-E-07/08	Electrical Changes	CANCELLED					
CN-15	2019/08/30	n/a	2000mm High Wall Support	CO-15	2019/09/30	\$ 2,386.95		\$ 2,386.95	\$ 2,386.95
CN-16R1	2019/09/11	n/a	Mechanical Site Conditions	CO-16	2019/10/09	\$ 5,919.37		\$ 1,567.77	\$ 1,567.77
		CCN-M-03					\$ 1,140.29	\$ 1,140.29	
		CCN-M-04					-\$ 1,026.79	-\$ 1,026.79	
		CCN-M-05					\$ 4,238.10	\$ 4,238.10	
CN-17	2019/09/06	n/a	Level 2 - Training Room Window	CO-17	2019/09/20	\$ 2,952.85		\$ 2,952.85	\$ 2,952.85
CN-18	2019/09/17	n/a	MECH & ELEC - VAV/HVAC, Hydrim, Skylight Lights, Panel relocation	CO-18	2019/10/09	\$ 35,334.62		\$ 3,785.86	\$ 3,785.86
		CCN-M-06&07					\$ 28,318.40	\$ 28,318.40	
		CCN-E-09					\$ 3,230.36	\$ 3,230.36	
CN-19R1	2019/10/17	n/a	DENTAL CLINIC Walls & Door	CO-19	2019/10/18				
CN-19R2	2019/10/22	n/a	DENTAL CLINIC Walls, Door & Frame	CO-19R1	2019/10/25	\$ 16,140.61		\$ 16,140.61	\$ 16,140.06
CN-20R1	2019/10/01	n/a	Bulkheads & Furring & Door Grille	CO-20 R1	2019/10/18	\$ 11,855.11		\$ 11,855.11	\$ 11,855.11
CN-21	2019/09/23	n/a	MECH - Stair 110-C Interference	CO-21	2019/10/03	\$ 2,815.36		\$ 409.07	\$ 409.07
		CCN-M-08					\$ 2,406.29	\$ 2,406.29	

# Contract Changes Summary



MLHU - Interior Fit-Up (Suite 110)  
 355 Wellington Street  
 Proj.. No.: 1715-TI  
 Date: 11/05/2020

EPA I.D.#	Date Issued	Consultant I.D.#	Description of Work	Issued CO	Date Approved	Submitted CO Cost	Change Orders Cost		
							Pending	Approved	Invoiced
CN-22R1	2019/10/09	n/a	Millwork Revisions (DENTAL CLINIC)	CO-22	2019/10/21	\$ 1,150.00		\$ 2,176.64	\$ 2,176.64
		n/a	Millwork Revisions (Dishwasher, reception, ect.)			\$ 65.72	\$ 1,118.29	\$ 1,118.29	
		CCN-M-10 CCN-M-11					\$ 2,079.21	\$ 2,079.21	
CN-23	2019/09/25	n/a	Existing Door relocations	CO-23	2019/10/25	\$ 1,333.73	\$ 1,333.73	\$ 1,333.73	
CN-24R1	2019/10/18	n/a	Raised access floor hole coverings	CO-24	2019/10/22	\$ 4,153.50	\$ 4,153.50	\$ 4,153.50	
CN-25	2019/10/03	n/a	ELEC - Electrical Site conditions & coordination with CN's	CO-25	2019/10/30	\$ 14,521.36	\$ 1,555.86	\$ 1,555.86	
		CCN-E-10 CCN-E-11				\$ 9,425.73	\$ 9,425.73		
						\$ 3,539.77	\$ 3,539.77		
CN-26	2019/10/03	n/a	MECH - Compressed Air	CO-26	2019/10/25	-\$ 2,452.76	\$ -	\$ -	
		CCN-M-13 & 14				-\$ 2,452.76	-\$ 2,452.76		
CN-27	2019/10/03	n/a	Partial Occupancy	CO-27	2019/10/18	\$ 8,013.60	\$ 858.60	\$ 858.60	
		Johnson				\$ 500.00	\$ 500.00		
		Barrett				\$ 6,655.00	\$ 6,655.00		
CN-28	2019/10/09	n/a	Furring & Floor Box Infill	CO-28	2019/10/25	\$ 5,239.99	\$ 5,239.99	\$ 5,239.99	
CN-29R1	2019/10/21	n/a	ELEC - VAV, VRF & Heat Pump Revisions (MCC confirmed no cost for CCN-M-17 or SI-M-04)	CO-29	2019/11/13	\$ 936.41	\$ 236.06	\$ 236.06	
		CCN-M-16 CCN-M-17 & SI-M-04				\$ 700.35	\$ 700.35		
						\$ 0.00	\$ 0.00		
CN-30R2	2019/10/21	n/a	Library ceiling - Level 2 Lighting - Door 002 incl Elec	CO-30	2019/10/25	\$ 10,223.72	\$ 9,451.79	\$ 9,451.79	
		CCN-E-13				\$ 771.93	\$ 771.93		
CN-31R1	2019/11/12	n/a	Level 2 Glazing Support & Window Film	CO-31	2019/11/25	\$ 5,137.05	\$ 5,137.05	\$ 5,137.05	
CN-32	2019/10/21	n/a	Paint Colour Revisions	CO-32	2019/11/05	\$ 1,755.00	\$ 1,755.00	\$ 1,755.00	
CN-33	2019/10/23	n/a	Level 2 Lighting & Training Room	CO-33	2019/11/18	\$ 18,429.78	\$ 6,188.77	\$ 4,244.15	
		CCN-E-12				\$ 7,300.99	\$ 7,300.99		
		CCN-E-14				\$ 1,831.86	\$ 1,831.86		
		CCN-E-15 15-L17 allowan				\$ 3,672.01	\$ 3,672.01		
CN-34	2019/10/23	CCN-E-16	Mezzanine Lighting	CO-34	With MCC for Rev	-\$ 5,000.00			
CN-35	2019/10/28	n/a	Glass Guard at Ramp	CO-35	2019/11/18	\$ 3,085.85	\$ 3,085.85	\$ 3,085.85	
CN-36R1	2019/11/19	n/a	Dental Clinic M&E services and lead lining	CO-36	2019/12/13	\$ 41,961.57	\$ 17,107.37	\$ 17,107.37	
		CCN-M-20 CCN-E-18				\$ 15,940.07	\$ 15,940.07		
		Sch. Extension				\$ 4,000.00	\$ 4,000.00		
CN-37	2019/10/25	n/a	Reception Glazing support	CO-37	2019/11/18	\$ 3,744.00	\$ 3,744.00	\$ 3,744.00	
CN-38	2019/10/31	n/a	Basement Dishwasher	CO-38	2019/11/27	\$ 22,711.60	\$ 3,408.38	\$ 3,408.38	
		CCN-M-12				\$ 2,218.74	\$ 2,218.74		
		CCN-E-17				\$ 17,084.48	\$ 17,084.48		

# Contract Changes Summary



MLHU - Interior Fit-Up (Suite 110)  
 355 Wellington Street  
 Proj.. No.: 1715-TI  
 Date: 11/05/2020

EPA I.D.#	Date Issued	Consultant I.D.#	Description of Work	Issued CO	Date Approved	Submitted CO Cost	Change Orders Cost		
							Pending	Approved	Invoiced
CN-39	2019/11/08	n/a	Lab and Dental Millwork	CO-39	2019/11/26	\$ 4,248.91		\$ 4,248.91	\$ 4,248.91
CN-40R1	2019/11/08	n/a	Demountable Partition Locks	CO-40R1	2019/11/18	\$ 22,610.56		\$ 22,610.56	\$ 22,610.56
CN-41R4	2019/12/16	n/a CCN-E-19R1	MECH - Pipe Heat Tracing & Elec Revision	CO-41	2019/12/20	\$ 3,480.66		\$ 505.74 \$ 2,974.92	\$ 505.74 \$ 2,974.92
CN-42			NOT USED						
CN-43R1	2019/12/12	n/a	Bulkheads & Gypsum walls - Gypsum Scope Only	CO-43	2019/11/22	\$ 16,679.90		\$ 9,958.72	\$ 9,958.72
			Bulkheads & Gypsum walls - Remainder of Scope	CO-43R2	2019/12/13			\$ 6,721.18	\$ 6,721.18
CN-44R2	2019/11/15	n/a CCN-M-19	Level 2 Lighting Site Coordination	CO-44	2019/12/10	\$ 4,448.05		\$ 2,510.25 \$ 1,937.80	\$ 2,510.25 \$ 1,937.80
CN-45	2020/05/02	n/a CCN-E-25	Loading Dock Ramp	CO-75R1	2020/03/04	\$ 23,699.84		\$ 21,592.99 \$ 2,106.85	
CN-46R1	2019/12/12	n/a	CANCELLED, refer to CD-14						
CN-47R1	2019/11/22	n/a CCN-E-20R1 CCN-E-21 CCN-E-22 CCN-E-23	ELEC - Antennas & FA System	CO-47	2019/12/16	-\$ 10,490.74		\$ - \$ 483.39 -\$ 12,594.81 \$ 1,620.68 \$ -	\$ - \$ 483.39 -\$ 12,594.81 \$ 1,620.68
CN-48	2019/11/26	n/a CCN-M-21	Valve & Seal (Level 2 W/R)	CO-48	2019/12/16	\$ 7,519.90		\$ 1,005.70 \$ 6,514.20	\$ 1,005.70 \$ 6,514.20
CN-49	2019/11/27	CCN-M-23	CANCELLED, refer to CD-01						
CN-50R1	2019/12/12	n/a	Dutch Door, Column repair & Lab backsplashes	CO-50R1	2019/12/19	\$ 4,169.05		\$ 4,169.05	\$ 4,169.05
CN-51R2	2019/12/12	n/a CCN-M-22R1	Basement AC & Level 1 Entry TV	CO-51	2019/12/18	\$ 9,724.47		\$ 1,041.91 \$ 8,682.56	\$ 1,041.91 \$ 8,682.56
CN-52	2019/12/06		CANCELLED, refer to CD-03						
CN-53	2019/12/13	n/a	Stair 110-C Ceiling & Column	CO-56	2020/01/15	\$ 3,539.97		\$ 3,539.97	\$ 3,539.97
CN-54			NOT USED						
CN-55 R1	2020/01/10	n/a	Dutch Door (1S54) & Sliding Pocket Door (1S)	CO-63	2020/02/07	\$ 18,369.98		\$ 18,369.98	
CN-56R2	2019/12/19	n/a CCN-M-18R1 CCN-E-26R1	MECH & ELEC - Receptacles, Canopy Lights & Heat trace	CO-57R1	2020/03/04	\$ 18,011.72		\$ 1,913.39 \$ 7,909.93 \$ 8,188.40	\$ 1,129.22  \$ 7,876.64
CN-57	2019/12/19	CCN-E-27	Elec Lighting Coordination	None			MCC confirmed no cost		
CN-58	2020/01/06	n/a	Access Hardware	CO-58	2020/02/11	\$ 23,962.63		\$ 23,962.63	\$ 23,962.63

# Contract Changes Summary



MLHU - Interior Fit-Up (Suite 110)  
 355 Wellington Street  
 Proj. No.: 1715-TI  
 Date: 11/05/2020

EPA I.D.#	Date Issued	Consultant I.D.#	Description of Work	Issued CO	Date Approved	Submitted CO Cost	Change Orders Cost		
							Pending	Approved	Invoiced
CN-59	2020/01/08	n/a	CANCELLED, refer to CD-07						
CN-60	2020/06/03	n/a	Door Operator	CO-81	2020/03/10	\$ 4,672.06		\$ 4,672.06	\$ 4,672.06
CN-61R1	2020/02/06	n/a	Misc. Electrical Revisions	CO-69	2020/02/11	\$ 7,888.31		\$ 850.60	\$ 850.60
		CCN-E-28 R1					\$ 7,037.71	\$ 7,037.71	
CN-62	2020/01/16	n/a	CANCELLED - Acoustic testing	<del>CO-67</del>					
CN-63 R1	2020/01/22	n/a	Basement Sprinkler Pipe	CO-68	2020/01/29	\$ 1,086.37		\$ 1,086.37	\$ 1,086.37
CN-64	2020/01/31	n/a	Additional Glazing	CO-72	2020/02/21	\$ 5,562.51		\$ 5,562.51	\$ 5,562.51
CN-65	2020/02/07	n/a	Additional Millwork & urinal screen	CO-77	2020/02/21	\$ 6,142.95		\$ 6,142.95	\$ 6,142.95
CN-66 R2	2020/02/06	n/a	ELEC - Level 1 Potlights & Misc. Electrical	CO-73	2020/02/21	\$ 4,448.92		\$ 656.15	\$ 656.15
		CCN-E-29					\$ 3,792.77	\$ 3,792.77	
		CCN-E-30							
CN-67	2020/02/20	n/a	Additional Door Locking Hardware	CO-80	2020/03/03	\$ 5,063.84		\$ 5,063.84	\$ 5,063.84
CN-68 R1	2020/03/16	<del>CCN-M-26</del>	<del>Drinking fountain &amp; shower hose</del>	CO-82	2020/04/28	\$ 1,858.49		\$ 1,858.49	
CN-69	2020/03/10	n/a	ELEC - Library sensor, L2 floor boxes & Furniture Interferences	CO-85	2020/04/29	\$ 2,887.56		\$ 2,053.98	
		CCN-E-32					\$ 833.58		
CN-70	2020/03/17	n/a	Basement Vestibule Millwork	CO-84	2020/04/03	\$ 938.40		\$ 938.40	\$ 938.40
CN-71 R1	2020/03/27	n/a	Drinking fountain, Skylight Ceiling Painting & Cabinet Locks	CO-86 R1	2020/04/29	\$ 4,985.25		\$ 4,985.25	
		CCN-M-26R1					\$ -	\$ -	
CN-72	2020/05/07	n/a	Clinic alterations - Exam Rooms, Nurses Charting & EESS	Out for Pricing					
		CCN-M-27							
		CCN-E-35							
CN-73	2020/04/06	n/a	ELEC - Client Req Changes	CO-87	2020/04/22	\$ 9,594.55		\$ 3,162.26	
		CCN-E-33					\$ 6,432.29		
CN-74	2020/04/13	n/a	ELEC - Dental Disconnect	CO-88	2020/04/22	\$ 1,225.02		\$ 180.67	
		CCN-E-34					\$ 1,044.35		

# Contract Changes Summary



MLHU - Interior Fit-Up (Suite 110)  
355 Wellington Street  
Proj.. No.: 1715-TI  
Date: 11/05/2020

EPA I.D.#	Date Issued	Consultant I.D.#	Description of Work	Issued CO	Date Approved	Submitted CO Cost	Change Orders Cost		
							Pending	Approved	Invoiced
CD-01	2019/11/27	n/a	Mezzanine Sprinklers	CO-49	2020/01/24	\$ 6,675.90		\$ 2,225.90	\$ 2,225.90
		CCN-M-23					\$ 4,450.00	\$ 4,450.00	
CD-02	2020/01/16	n/a	Lighting Insulation	CO-54	2020/01/15	\$ 12,916.55		\$ 12,916.55	\$ 12,916.55
CD-03 R1	2020/01/06	n/a	Janitor Light & Level 2 HVAC	CO-55	2020/02/04	\$ 3,889.56		\$ 422.93	\$ 422.93
		CCN-M-24 R1					\$ 2,351.75	\$ 2,351.75	
		CCN-E-24 R1					\$ 1,114.88	\$ 1,114.88	
CD-04	2019/12/18	n/a	HVAC in Meeting Rooms (233) & (234)	CO-59	2020/02/04	\$ 1,294.99		\$ 290.99	\$ 290.99
		CCN-M-25					\$ 1,004.00	\$ 1,004.00	
CD-05	2020/01/08	n/a	Existing Washroom Parts Replacement	CO-64	2020/01/24	\$ 4,582.00		\$ 4,582.00	\$ 4,582.00
CD-06	2020/01/09	n/a	Security Costs - To be billing monthly	CO-65	2020/01/20	\$ 545.81		\$ 545.81	\$ 545.81
CD-07	2020/01/09	n/a	Skylight Lighting Parts	CO-62	2020/01/24	\$ 3,425.57		\$ 3,425.57	\$ 3,765.43
CD-08	2020/01/09	n/a	Additional Lead Lining	CO-66	2020/01/24	\$ 5,287.08		\$ 5,287.08	\$ 5,287.08
CD-09R1	2020/02/03	n/a	Level 1 existing plumbing	CO-70	2020/03/04	\$ 396.31		\$ 396.31	\$ 396.31
CD-10	2020/01/30	n/a	Furring - Storage (007)	CO-71	2020/02/21	\$ 2,757.70		\$ 2,757.70	\$ 2,757.70
CD-11	2020/01/05	n/a	L18 Light Fixtures	CO-74	2020/02/21	\$ 8,081.31		\$ 8,081.31	\$ 8,081.31
CD-12	2020/02/07	n/a	Level 2 Washrooms (+ risers for WC height)	CO-76	2020/03/17	\$ 9,079.55		\$ 9,079.55	\$ 8,104.55
CD-13	2020/02/10	CCN-E-31	Furniture Revision & Door 005	CO-78	2020/03/04	-\$ 59.81		-\$ 59.81	-\$ 59.81
CD-14	2020/02/18	n/a	Corridor Canopy - Level 1 Entrances (Part 1)	CO-79	With MLHU	\$ 5,450.76	\$ 5,450.76		
CD-15	2020/04/28	n/a	Exterior Card Reader @ Clarence	CO-89	With MLHU	\$ 1,514.34	\$ 1,514.34		
n/a	n/a	n/a	Allowance Reconciliation	CO-83		-\$ 46,682.12		-\$ 46,682.12	-\$ 46,682.12
			CANCELLED - VFD Installation	CO-58					

# Contract Changes Summary



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EPA I.D.#	Date Issued	Consultant I.D.#	Description of Work	Issued CO	Date Approved	Submitted CO Cost	Change Orders Cost		
							Pending	Approved	Invoiced
SI-01	2019/07/24	n/a	Concrete Testing for High Density Filing System	Refer to Allowance	2019/08/02	Refer to Testing Allowance			
SI-02R1	2019/08/06	n/a	Door Hardware - Supply & Install	CO-03 R1	2019/09/05	\$ 14,889.91		\$ 12,937.35	\$ 12,937.35
		S+A CCN-E-02					\$ 1,952.56	\$ 1,952.56	
		n/a	Door Hardware - Frame & Door Preps	Refer to Allowance	2019/09/05	Refer to Testing Allowance			
SI-03	2019/08/06	n/a	Tile Pattern Confirmations	None		MCC confirmed no cost			
SI-04	2019/08/09	n/a	Existing Door Relocation	Superseded by CN-23					
SI-05	2019/08/13	SI-E-01	ELEC Misc. Breaker Size Coordination	None		MCC confirmed no cost			
SI-06	2019/08/15	n/a	Level 2 - FHC Furring	CO-05	2019/09/03	\$ 181.93		\$ 181.93	\$ 181.93
SI-07	2019/08/21	SI-M-01	HWT relief drain	None		MCC confirmed no cost			
SI-08R1	2019/08/26	n/a	Basement Shower & Linoleum Finishes Confirmations	None		MCC confirmed no cost			
SI-09	2019/08/26	n/a	Basement Plumbing Scoping	Refer to Allowance		Refer to Testing Allowance			
SI-10	2019/08/30	n/a	Door 267 Adjustment	None		MCC confirmed no cost			
SI-11	2019/09/06	n/a	Needle Exchange	None		MCC confirmed no cost			
SI-12	2019/09/06	n/a	Basement Wash Station	None		MCC confirmed no cost			
SI-13	2019/09/09	n/a	Glazing Level 1	None		MCC confirmed no cost			
SI-14R1	2019/09/16	SI-E-02	Electrical Confirmations	None		MCC confirmed no cost			
SI-15R1	2019/09/16	n/a	Raised Access Floor Coverings	Superseded by CN-24					
SI-16	2019/09/13	SI-M-02 & 03	Mechanical Coordination	None		MCC confirmed no cost			
SI-17	2019/09/20	n/a	Skylight Ceilings	None		MCC confirmed no cost			
SI-18	2019/09/25	n/a	Dental & X-ray Scanning	Refer to Allowance		Refer to Testing Allowance			
SI-19	2019/09/30	n/a	Skylight Painting	None		MCC confirmed no cost			
SI-20R2	2019/11/11	CCN-M-15R1	RTU Gas Lines	Refer to Allowance	2019/12/05	Refer to Natural Gas Allowance			
SI-21	2019/10/18	n/a	Shower & Change Room Benches	None		MCC confirmed no cost			
SI-22	2019/10/24	SI-M-05	MECH - Gas valve	Refer to Allowance	2019/11/27	Refer to Natural Gas Allowance			
SI-23	2019/10/24	SI-E-04	ELEC - Electrical Coordination	None		MCC confirmed no cost			
SI-24	2019/11/01	n/a	Basement Washroom Fixture - Men's	CO-42	2019/11/13	\$ 2,513.48		\$ 365.21	\$ 365.21
		SI-M-06						-\$ 711.73	-\$ 711.73
		SI-M-07						\$ 2,860.00	\$ 2,860.00
SI-25 R2	2019/11/26	n/a	OBC required signage	Refer to Allowance	2019/11/25	Refer to Signage Allowance			
SI-26R1	2019/11/28	SI-M-08	AV - TV coordination	None		MCC confirmed no cost			
SI-27	2019/12/13	n/a	Washroom Accessories - Full Package	None		MCC confirmed no cost			
SI-28	2019/12/13	n/a	THI colour, Clinic column bases & Thermostats	CO-60	2020/01/03	\$ 3,291.44		\$ 485.44	\$ 485.44

# Contract Changes Summary



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EPA I.D.#	Date Issued	Consultant I.D.#	Description of Work	Issued CO	Date Approved	Submitted CO Cost	Change Orders Cost		
							Pending	Approved	Invoiced
SI-28	2019/12/12	SI-M-09	Fin Colour, Clinic Column bases & Thermostats	CO-66	2020/04/03	\$ 3,291.44		\$ 2,806.00	\$ 2,806.00
SI-29	2020/01/16	n/a	Corridor alcove Electrical	None			MCC confirmed no cost		
SI-30R1	2020/01/16	n/a	Washroom (1S-34) Door Location	None			MCC confirmed no cost		
SI-31		n/a	CANCELLED - Refer to CN-66						
SI-32	2020/02/10	n/a	File Room (1S-07) Light Switch Cabinets	None			MCC confirmed no cost		
SI-33	2020/03/10	SI-M-10	Roof Exhaust Fan Location Alteration	CANCELLED					
n/a			Slab Infill Conc Testing	Refer to Allowance	n/a		Refer to Testing Allowance		
<b>Total of Approved Change Orders</b>								\$ 506,418.07	
<b>Total of Pending Change Orders</b>							\$ 6,965.10		
<b>Total of ALL Change Orders</b>							\$ 508,383.17		
<b>Pricing Under Review (Not yet submitted to MLHU)</b>									
<b>DENTAL CLINIC REVISION (included in CO totals above as well)</b>							\$ 68,539.26		

# Contract Changes Summary



MLHU - Interior Fit-Up (Suite 110)  
355 Wellington Street  
Proj.. No.: 1715-TI  
Date: 11/05/2020

EPA I.D.#	Description of work within CN to use contract allowance	Natural Gas Allowance Cost		Finish Hardware Allowance Cost		Security/ Access Systems Allowance Cost		Testing and Inspection Allowance Cost		Interior Signage Allowance Cost	
		Pending	Invoiced	Pending	Invoiced	Pending	Invoiced	Pending	Invoiced	Pending	Invoiced
SI-01	Concrete Testing for High Density Filing System								\$ 2,145.00		
SI-02R1	Door Hardware - Supply & Install			\$ 42,763.00	\$ 192,237.00		\$ 165,000.00				
	Door Hardware - Frame & Door Preps										
SI-03	Tile Pattern Confirmations										
SI-04	<del>Existing Door Relocation</del>										
SI-05	ELEC Misc. Breaker Size Coordination										
SI-06	Level 2 - FHC Furring										
SI-07	HWT relief drain										
SI-08R1	Basement Shower & Linoleum Finishes Confirmations										
SI-09	Basement Plumbing Scoping								\$ 1,040.00		
SI-10	Door 267 Adjustment										
SI-11	Needle Exchange										
SI-12	Basement Wash Station										
SI-13	Glazing Level 1										
SI-14R1	Electrical Confirmations										
SI-15R1	<del>Raised Access Floor Coverings</del>										
SI-16	Mechanical Coordination										
SI-17	Skylight Ceilings										
SI-18	Dental & X-ray Scanning								\$ 552.00		
SI-19	Skylight Painting										
SI-20R2	RTU Gas Lines		\$ 11,931.12								
SI-21	Shower & Change Room Benches										
SI-22	MECH - Gas valve		\$ 910.17								
SI-23	ELEC - Electrical Coordination										
SI-24	Basement Washroom Fixture - Men's										
SI-25 R2	OBC required signage										\$ 1,404.59
SI-26R1	AV - TV coordination										
SI-27	Washroom Accessories - Full Package										

# Contract Changes Summary



MLHU - Interior Fit-Up (Suite 110)  
355 Wellington Street  
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Date: 11/05/2020

EPA I.D.#	Description of work within CN to use contract allowance	Natural Gas Allowance Cost		Finish Hardware Allowance Cost		Security/ Access Systems Allowance Cost		Testing and Inspection Allowance Cost		Interior Signage Allowance Cost	
		Pending	Invoiced	Pending	Invoiced	Pending	Invoiced	Pending	Invoiced	Pending	Invoiced
SI-28	THI colour, Clinic column bases & Thermostats										
SI-29	Corridor alcove Electrical										
SI-30R1	Washroom (1S-34) Door Location										
SI-31	CANCELLED - Refer to CN-66										
SI-32	File Room (1S-07) Light Switch Cabinets										
SI-33	Roof Exhaust Fan Location Alteration										
n/a	Slab Infill Conc Testing								\$ 335.00		
	Value of Costs Billed from Allowance		\$ 12,841.29		\$ 192,237.00		\$ 165,000.00		\$ 4,072.00		\$ 1,404.59
	Value of Costs Pending for Allowance	\$ -		\$ 42,763.00		\$ -		\$ -		\$ -	
	<b>Total Allowance</b>	<b>\$25,000.00</b>		<b>\$235,000.00</b>		<b>\$165,000.00</b>		<b>\$10,000.00</b>		<b>\$30,000.00</b>	
	<b>Total Remaining to be allocated from Allowance</b>	<b>\$12,158.71</b>		<b>\$0.00</b>		<b>\$0.00</b>		<b>\$5,928.00</b>		<b>\$28,595.41</b>	
		Natural Gas Allowance		Finish Hardware Allowance		Security/ Access Systems		Testing and Inspection Allowance		Interior Signage (OBC Req'd)	
	<b>Total Unused Allowances</b>	<b>\$46,682.12</b>									

					Report No. 013-20FFC Appendix C					
					MLHU Action Required Now	MLHU Scope to compete				
					Incl. in CN document					
Item	Description	Estimated Completion Date	Date Complete	Comments	EPA Notes from conference call on 2020-04-15	CN-72	CN-75	CN-76	CN-77	CN-?
1	Switch decontamination room entrance door to swing other way. Door 1S18				EPA will need to confirm this is acceptable by code. <b>Follow UP: OK. Just barely meets 45 meter exit distance.</b>	X				
2	In the area currently occupied by the garbage drawer: Install air compressor, and run the air compressor line through the back wall above the counter				Need details on the air compressor from MLHU. <b>Follow up: Use the air compressor in the basement</b>		X			
3	In the area currently occupied by the garbage drawer: House the garbage, with a spring-loaded cupboard door				Minimize extra holes in the countertop. <b>Follow up: Use EPA Option A</b>		X			
4	Install small eyewash station in decontamination room, placed on the wall beside the stand-alone hygiene sink (eyewash station must be within 10 seconds reach and cannot be behind a closed door; hand-help pumps are interim solutions while one moves to an eye wash station and are not a recommended approach)			Investigate the removal of the exit door into decontamination area and install eyewash sink next to Sterilizers	West door needs to stay. EPA to propose an eyewash that is integrated into the sink and MLHU will need to approve.		X			
7	Replace single sink in the decontamination room with a double sink (note: best practice is to have an adequate sink size to handle the instruments and work flow, rather than having a basin adjacent to the sink).				EPA to make this change		X			
10	Install backsplashes behind every sink (with correct dimensions and placement, and including the area under the paper towel and soap dispenser), as per IPAC specifications				Every sink in every lab, exam room and operator	X	X			
12	Change all faucets to touchless faucets (required by IPAC guidelines for hand-hygiene sinks; highly recommended for process sinks) - When installing faucets, ensure water flow not directed into drain				Clinic rooms sinks out of millwork & quote touchless Sinks in lab millwork could stay as extras West lab sink water is turned off by MLHU North sink offcenter faucet if remains East offcenter faucet if remains Find a place to put a separate handwash sink or 2 Double process sink in decontamination room. <b>MLHU confirmed after meeting - auto operation is not required. wrist blades is permitted</b> <b>Follow up: MLHU request quote for blade type &amp; automatic faucets</b>		X			
13	Ensure water flow not directed into drain for existing faucets				EPA to make this change		X			
14	Replace current countertops in both dental operatories with non-porous countertops				EPA to use full thickness non-porous countertop in decontamination & dental clinic rooms <b>Follow up: decontamination countertop to remain if possible to save cost</b>		X			
15	Confirm whether splash barriers adjacent to hand hygiene sinks in decontamination room and/or clinic rooms are required by IPAC guidelines (depending on spacing)				Add splash guards to walls as needed	X	X			
17	Order stackable modular units that would enable the sterilizers to be stacked and have appropriate air flow/venting around them – this may require some changes to the adjacent cupboards to fit the stackable units, and will require removal of cupboards above sterilizers			Joe to provide contact info for Henry Schein and Patterson	MLHU to confirm. Waiting on consultant to confirm what is available. <b>MLHU confirmed after meeting - spec for shelving unit. EPA to incorporate</b> <b>Follow up: Awaiting MCC site measurement</b> <b>Follow Up: Space is very tight, but will fit if new cabinets are accurately sized.</b>		X			

					Report No. 013-20FFC Appendix C					
					MLHU Action Required Now	MLHU Scope to compete		Incl. in CN document		
Item	Description	Estimated Completion Date	Date Complete	Comments	EPA Notes from conference call on 2020-04-15	CN-72	CN-75	CN-76	CN-77	CN-?
18	Secure or move large wobbly cupboard				MLHU to check again, should be solid now. <b>Follow up: MLHU feel this is still too wobbly. To be replaced by nurses charting desk.</b>	X	X			
19	If possible, have garbage can installed in both dental operatories, with either spring-loaded fronts or counter drop-down into garbage				MLHU confirmed, use countertop drop down		X			
20	Remove current process sink and replace with stand-alone hand hygiene sink in both dental operatories ( <i>Note: we know we need a hand hygiene sink for sure, but we still need to confirm whether a process sink is also required in the operatories</i> )			PIDAC - Single sink Can be accommodated through hand washing or through alcohol based hand rub	Separate handwash sink required, and keep process sink. New full thickness solid surface countertop with drop down hole for garbage.		X			
21	Install hand hygiene sink in the EESS room (Room 1S-09)				EPA to make this change	X				
24	Install stand-alone hand hygiene sinks in all clinic rooms (as per IPAC Guidelines). <i>Note: the IPAC Consultant's second report may provide a different recommendation on this</i>			Splash guards to be installed	Already listed above, item 12 EPA to make this change MLHU to send photos from other facilities <b>MLHU sent example photos after meeting</b>	X				
26	Create a nursing documentation station (Marilyn and Alex have considered location)			Location to be confirmed	Nurses station in (1S-20) L shape at back wall, 1 or 2 workstations MLHU to confirm additional options <b>MLHU confirmed after meeting - EPA to review and send options</b>	X				
27	Install locks in the upper cabinets in both dental operatories (medications stored here)				EPA to make this change		X			
32	Install locks on reception windows and dispensary window				EPA to review options & present to MLHU					X
34	Level 2 lights are too bright, add dimmer				<b>Post Meeting: Previous request from MLHU to MCC</b>			X		
35	Waiting Area Water Source for clients				EPA to review options & present to MLHU					X
36	Level 2 Entrance				EPA to review options & present to MLHU				X	
<b>OTHER NOTES:</b>										
MLHU priority order: 1-labs, 2-dental, 3-exam rooms, 4-remainder										
MCC requested, "What provisions does MCC need to follow for pricing purpose?" MLHU noted that if there is enough work, they may close the clinic for a day to allow regular working hours. For cleanliness, they may need to take everything in the room out, or it be protected sometimes. Will discuss again when full scope of work is complete. EPA will include working hour restriction in CN instructions, MCC to confirm timeline when they submit cost.										
MCC requested: Will MLHU be open to reviewing proposed alternates and faster lead time items? MLHU responded yes.										
Bes noted: Hands free faucets are fairly costly. Are wrist blades permitted instead? <b>MLHU confirmed after meeting - Yes.</b>										