

**CAMP DORSET LONG TERM FACILITIES MAINTENANCE
PLAN
(Updated January 2007)**

This plan approved on December 4 2005 is intended to ensure the long-term viability of the Camp Dorset facilities. The plan is broken into 3 phases; immediate needs, a Short-term Plan (up to 5 years) and a Long-term Plan (beyond 5 years). It should be recognized that items identified will move from long term to short term to immediate and the Plans should be updated on an annual basis in conjunction with the Camp Manager. To accommodate this review a detailed planning document has been prepared for each building. This update is done after the dialysis patients are through for the year. As part of this process we try to identify approximate costs for the work that is identified.

This planning process will allow us to identify the annual funding required to meet the Plan's goals, provide lead time to seek out sponsors for the projects and where required the need to include funding within the Camp's budget.

With this Plan in place we will have an improved focus for work groups. We want to ensure that work groups bring the necessary skills for the tasks assigned and they understand our goal for efficiency and ease of maintenance.

Clubs may be more willing to provide support to the Camp if they know the requirements well in advance and that it is part of an overall plan to maintain the Camp in a condition that we can all be proud of.

These Plans may include items that are identified by the Director of Interior Housing Design.

COMMUNICATION AND FUNDRAISING PLAN

The second review of the facilities has been completed and the information forwarded to the sponsors. Through this process we encourage the sponsors to provide the necessary funding to complete the items identified for their cabin/unit/building.

IMMEDIATE NEEDS

Items identified in this area are things that must be addressed to keep a facility open and available for use.

The immediate needs of the Camp include the replacement of 10 of the efficiency units. Previous reports spoke to the efforts of the Camp Manager to control the moisture problems under some of the units and this was not successful. The Board had no option other than demolishing ten units as the dampness and mould could present a significant health risk if no action was taken. The mould and dampness had deteriorated the sub structure to the point that demolition and replacement was the preferred solution.

The electronic units seem to keep out the mice where they are in use. Additional units have been obtained and monitoring of their effectiveness will continue.

Window Replacement

Many of the original wood framed windows are showing signs of rot and sliders are broken. Many of these windows are not thermal. These windows should be replaced with energy efficient and low maintenance units. Clubs have started a replacement program which will reduce energy and maintenance costs for the Camp.

Entry and Screen Doors

The original wood doors are not energy efficient and are showing signs of wear and deterioration. Many of the aluminum screen doors are damaged and do not close properly. These ill-fitting doors also lead to the entry of mice and insects. The recommendation is to replace the screen and entry door with one door that has an opening window as the screen doors are a high maintenance item. This program has been very successful with only a few units left to be done.

Flooring

Several cottages require minor repairs to prevent further deterioration. This work will be undertaken by a flooring specialist.

The Streetsville House needs some repairs, renovations and a freshening up before another use or occupancy occurs. The Board has indicated to the Streetsville Lions that we can work together to achieve the necessary upgrades and renovations.

The Recreation Centre had roofs put over the rear entrance, the rear porch upgraded and stairways to the basement with the assistance of Beaver Creek

SHORT-TERM PLAN (up to 5 years)

A Short-term Plan includes items that improve the efficiency of the facilities, reduces maintenance work and cost and prevents deterioration that would prohibit the use of the facility. If required the details are included in the planning document for each unit.

ACCESSIBILITY CONCERNS

The following guidelines should be considered when renovating any of the cottages or units.

Doors:

Door openings should be 38-40 inches (34 is the absolute minimum). Solid core pocket doors or bifold doors save a lot of space. All handles should be lever handles. All exterior doors should open in. There should be no lips on the threshold.

Ramps:

Ramping should be in the ratio of 1 foot for every inch .Do not put patio stones at the bottom. There should be a 5-6 foot platform at the bottom of ramp that is level and ramped on all sides. The ramp should be at least 3'wide with a small round handrail

(1"-1 ½"wide) half way up with a larger rail at the top. Cedars could be planted to make the ramps look more aesthetic. Suitable ramping must be at both doors to ensure a fire exit.

Electricity:

Light switches can be flip type but should be lowered to wheelchair level. As well outlets should be raised to wheelchair level (approx. 20") and be 3 prong, lamps should have pull chains or push knobs. They could be on the wall above the bed with swing out and a pull chain.

Furnishings:

Need to have at least 3' on one side of the bed. Bedside tables should have casters on them so they move easily. Could use flip down tables on hinges by bed. Some patients might need transfer poles by the bed. Recliners are needed as some people might need feet up when sitting. Make a tray-like board to fit across recliners with a handhold to use as a table for playing games or cards or eating. Kitchen sinks should have open access under them for wheel chairs. All flooring must be non-slip.

Bathroom:

Toilet must be in front to allow for front, left or right entry. Use a regular toilet with a commode chair or a raised seat. Toilet paper must be reachable. Put shower across whole end, Tile all walls and above shower. Have flip down wall bars (versa frame). Hand held shower must be on a long adjustable pole with a long hose. Water controls must be near the seat. Should have flip out shelves with special automatic hinges for putting items on. Make shelf height at a seated level. Shower must have no lip, a tiny slope with a drain in the middle. A clear shower curtain, room painted a light colour to provide lots of light. There should also be waterproof domed lighting in the ceiling. Seat in the shower could be made of slats and be able to flip up but sturdy. And be sure all bars attached securely as will have to hold all a persons weight. The counter should have a pop out sink and have all lever handles. Mirrors above sink must go from the sink up . A floor length mirror could be put on the back of the door.

Other;

**Accessible trail - Packed angel dust will work with a wooden lookout at the lake.
Pool Lift –would allow disabled access to pool
PCV wheelchairs would allow access to lake.**

Combining Upgrades, Refurbishing and Refreshing With Repairs

From time to time repairs are made to the units as the recent leaks have demonstrated. If these repairs make it necessary to open up walls etc. we will try to take advantage of this opportunity to upgrade, replace etc. at the same time.

The most logical for this to take place is in the older bathrooms. If the walls are torn out to access plumbing we will consider replacing the tub, toilet and or sink and vanity at the same time. This could be costly and would have the unit out of service for a period of time but in the long term it would save us money. The cost should be a Camp expense in this situation and funds should be set aside annually so Steve can undertake the immediately.

Flooring

The flooring in four cottages need replacing and should be replaced with a type of sheet flooring that is durable, takes little maintenance and is easy to clean. Flooring that has grooves and intricate patterns tend to trap dirt that increases the maintenance as a quick mopping does not get all of the dirt. Laminate flooring has been installed in one of the cottages and we are monitoring it to see if it will stand up and meet our needs.

Painting

When painting we must use a high quality scrubbable paint that will make cleaning off marks, dirt etc. easier. This will help during the spring clean up. Painting must be coordinated with the other work and within an overall plan or the investment could be wasted. It is recommend that we start a program to paint 5 units a year and the Corporation purchase the paint to ensure we get the quality we desire.

Roads, Walkways and Entrance Areas

Much of the dirt and sand that is tracked into the units comes from the roads, walkways and entrance areas. We have reviewed this and the Board authorized Steve to start work on this problem. The situation will be assessed in the spring and if more material is required sponsors will be sought.

Decks, Porches, Railings and Ramps

During the replacement of the deck etc. on Cottage 3 it was noted that considerable rotting had taken place where the deck was attached to the cottage. All the decks are being checked to determine if the rotting has taken place or is in danger of taking place on other units. The detail document for each unit will indicate the renovations required.

LONG-TERM PLAN (OVER 5 YEARS)

Items included in this category would be to ensure the long-term viability of the facility and would include items such as, roofs, siding, foundations, bathrooms, kitchens, stairs and ramps. Some of the items may initially be included in the Short-term Plan.

Roof Replacements (may include, vents, soffits, fascia and eavestroughing)

With Steve's assistance we will identify the remaining life of the existing roofs for each facility and then put them in the Plans. This review may place some roofs etc. in the Short-term Plan.

As with other items we will include this in the renovation plan for the unit and notify the sponsoring club. If a sponsor cannot be found the Corporation must be prepared to set aside the funds when required by the Plan.

It must be noted that considerable replacement of roofs and eavestroughs has taken place in the past two years.

Renovations/Addition to the Recreation Centre

Several discussions and proposals for upgrading the Recreation Center have taken place in the past and the Board has approved including this project in our Long-Term Plan. The proposed renovations/additions include:

- Creating a new entrance that will include coat racks, an office/boardroom and a reception area.
- Moving the bar out of the kitchen into its own space.
- Creating a larger laundry room
- Creating a work and storage area for janitorial services

The Board will not undertake this project until adequate funding is available as our first priority is the maintenance of the existing facilities. Fund raising proposals were discussed and the Board is open to proposals from Clubs, Districts, organizations, etc.

Siding

With Steve's assistance we will identify the facilities that will require new siding in the future and include them in the Long-term Plan. This would also be part of our strategy to get sponsors or funding.

Kitchen Cupboards

Kitchen cupboards have been identified in the Planning Sheets with some requiring additional cupboards. Some fall into the short-term Plan. They will also be part of our strategy to seek funding from the original sponsors etc.

Bathrooms

Bathrooms were discussed earlier under "combining with repairs" so this could be a very flexible item in our planning. With input replacement dates will be established and put into our Plans.

Foundations

The cottages sit on a variety of foundations with some requiring more maintenance than others. Also, some are more efficient than others. Collectively we will decide what type of foundation is the most efficient for heating, providing access to plumbing and requiring the least amount of maintenance. It must also be one that can be put under the existing units that may need a new foundation. Once in our Plans we can develop our strategy to seek sponsors and/or funding.

Machinery and Equipment

Machinery and equipment that requires replacing will be brought to the attention of the Board by Steve.