

**Manitoulin-Sudbury District Services Board  
POLICY & PROCEDURES MANUAL**

Section: B. General Administration	Effective Date: <b>March 1, 2013</b>
Topic: 3. Finance	Replaces: <b>New</b>
Subject: 3.13 Building Purchasing or Leasing	
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**POLICY**

Purchasing or leasing of buildings for the purpose of conducting DSB business shall take into consideration the following: accessibility as per legislative requirements, rental potential of additional office space, current and future staffing requirements, environmental exposure, communication infrastructure, annual operating costs, and DSB visibility to the community.

Properties which the DSB is considering purchasing must contain a clause in the agreement in which the seller of the property must assume any and all environmental liabilities.

**PROCEDURE**

1. Need is identified by a DSB department that additional or new property is required
2. Approval from CAO required
3. DSB department making the request fills out request form
  - a. Use request form to initiate process
4. Form is forwarded to the IPA who will create Service Request (SR) and attach request form to the SR
5. Service request is assigned to Supervisor, Infrastructure & Asset Management
6. Request is reviewed and IAM consults with department to clarify needs
7. IAM begins search
  - a. Use check form to determine if building/property requirements are in place or can be put in place
8. IAM reviews findings with department Director
9. Department Director with IAM Supervisor visits sites for further inspection
10. Director signs off on request for IAM Supervisor to proceed in negotiations with vendor/landlord and or to pursue further site investigations
11. IAM completes negotiations
12. Agreement is signed off by DSB CAO
13. Appropriate copies to the parties involved
14. Final documents filed in IAM dept.
15. Service Request is closed.

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### **Standards Associated with each Inspection Point**

Use these standards as a guideline only. Further research maybe required to ensure the facility meets DSB requirement(s).

#### **Office Space**

- Approximate area for:
  - Individual offices 120 sq. ft.
  - Resource area 100 sq. ft. (depending on arrangement)
  - Reception area including desk 120 sq. ft.
  - Training/conference room 250 sq. ft.

#### **Parking**

- Adequate parking for employees who work at the office plus one for DSB visitor. Clients generally have access to public street parking, if not then allow for minimum one car.

#### **Signage**

- Will vary depending on outside space. Would prefer minimum of 2' x 8'.

#### **Computers/Telephone/Security**

- Refer to IT policy regarding requirements.

#### **Accessibility Standards – DSB Sites must be accessible**

- Refer to Government of Ontario Accessibility Standards for Customer Service
  - [www.ontario.ca/AccessON](http://www.ontario.ca/AccessON)

#### **Building Envelope Condition**

- Includes roof, exterior finishes, windows, doors, insulation.
- Roof
  - Peaked Roof – condition of shingles, evidence of leaking/repairs, condition of seals around stacks, determine age
  - Flat Roof – condition of gravel and or evidence of leaking/repairs, seals around stacks, determine age

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- Exterior Finishes
  - Brick – minimal or no missing or spalled bricks, cracks suggesting foundation issues
  - Siding – overall good condition including no missing pieces, paint peeling (if wood), cracking (if vinyl)
- Windows
  - Windows function with no impediment, screens are intact, no evidence of moisture between the panes. All caulking and capping intact with no evidence of water leakage.
- Doors
  - Doors function with no impediment. No signs of rot, paint peeling, or door seals missing or torn. Hinges and passage sets are in good condition.
- Insulation
  - Is there insulation in the ceiling and in good condition. Preference is blown in or laid down R20 – 40 pink insulation. If it is flat roof can it be determined how it is constructed and with what insulating materials.
  - Wall insulation should be a minimum of R20 which can be determined by construction drawings, wall thickness – 2x6 construction. Pink insulation or approved foam insulation. Ensure building is certified as being formaldehyde foam insulation free.

### **Building Interior**

- Includes wall, floor, and ceiling. Paint is in good condition, no holes requiring patching. No evidence of water stains on wall or ceilings. Floor is in good condition, does not require replacement. If carpeted, then carpet in good condition and does not require replacement. Consideration should be given to replacing carpeting over longer term due to office environment concerns.

### **HVAC System**

- Check for service records and regular preventative maintenance program.

### **Renovation/Repairs**

- Check for bills, drawings that would help determine extent of renovations and who did the work. Work should conform to building code standards.

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### **Contractor/Service Persons Availability**

- DSB property is spread over 45,000 sq. kilometers. In northern locations such as Chapleau some contractors are only available from Timmins. On Manitoulin Island some contractors are only available from Sudbury. Personnel should be available in a 10 to 250Km radius of the building depending on the nature of the service.
  - Services that should be available locally: (within 50km)
    - Basic carpentry including painting
    - Electrical
    - Plumbing
    - Appliances
    - Roofing (flat roofs are a specialty)

### **Septic**

- Septic field is dry with no evidence of saturation in top soil. No trees growing in the field area.
- Determine when septic tank last pumped. If purchasing property tank should be pumped out. Tank and field inspected for possible pluggage. Average lifetime of field is 25 years.

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**Building Leasing / Purchasing Request Form**

Instructions:

1. Fill out attached form, signed by Department Director
2. Forward to IPA who will create a Service Request and attach form to SR
3. Assign SR to Supervisor, Infrastructure & Asset Management

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

Service Request #: \_\_\_\_\_ Space Required by: \_\_\_\_\_

Lease: Y N                      Buy: Y N                      Square Footage: \_\_\_\_\_

Office Space within existing facility: Y N                      Standalone Building: Y N

Street front Visibility Important: Y N                      Signage Requirements: \_\_\_\_\_

# Staff: \_\_\_\_\_ #Offices: \_\_\_\_\_ #Computers: \_\_\_\_\_ #Telephones: \_\_\_\_\_

Resource Area Required: \_\_\_\_\_ Full Accessibility Required: Y N

Location: \_\_\_\_\_

Other Comments: \_\_\_\_\_

Rough Sketch of Office Area Layout

Director's Signature: \_\_\_\_\_

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**Building Leasing / Purchasing Review Form**

- Instructions:
1. Ensure request form is signed by Director
  2. Write down SR# on review form
  3. Review and comment
  4. Once completed, attach review form, photos & other documentation to initial Service Request
  5. Re-assign to Supervisor, Infrastructure & Asset Management

Dept: \_\_\_\_\_ Service Request #: \_\_\_\_\_

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

Unit Availability Date: \_\_\_\_\_ Address: \_\_\_\_\_

Lease: Y N      Buy: Y N      Square Footage: \_\_\_\_\_

Office Space within existing facility: Y N      Standalone Building: Y N

Street front Visibility: Y N Signage Requirements: \_\_\_\_\_

Capacity re: # Staff: \_\_\_\_ #Offices: \_\_\_\_ #Computers: \_\_\_\_ #Telephones \_\_\_\_

Resource Area Possible: Y N      Accessibility Comments: \_\_\_\_\_

Contact Info: \_\_\_\_\_

Other Comments: \_\_\_\_\_

Rough Sketch of Office Area Layout

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**Other Considerations:**

Building Envelope Condition: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Building Interior Condition: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

HVAC system condition/type: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Renovations/Repairs: \_\_\_\_\_

\_\_\_\_\_

Contractor Availability in immediate area: \_\_\_\_\_

\_\_\_\_\_

Service and Repair Persons Availability: \_\_\_\_\_

\_\_\_\_\_

Real Estate Appraisal or Agent: \_\_\_\_\_

\_\_\_\_\_

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Septic or City: If septic then inspection is required.

Well Water or City:

Water Quality Test: Y N

Building Condition Assessment: Y N

ESA Inspection: Y N

Accessibility Assessment: Y N

Phase 1 Audit: Y N

Phase 2 Audit: Y N

Hydro \$ \_\_\_\_\_ Gas \$ \_\_\_\_\_

Telephone Service: \_\_\_\_\_

Cable / Internet Service: \_\_\_\_\_

Alarm / Security System: \_\_\_\_\_

Adequate parking for staff and visitors: \_\_\_\_\_

Other Comments:

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Audit/Test Requirement Summary: Check if appropriate for follow-up.

BCA

HVAC

ESA

Telephone/Internet/Security

Septic

Water

Environmental Review: Phase 1  Phase 2

Review conducted by: \_\_\_\_\_