

**GOVERNMENT OF NUNAVUT BUILDING CLOSURES
CONTACT LIST AND PROCEDURES**

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PURPOSE

The standard procedure for building closure during a time when a maintenance or environmental issue has been identified in a government-owned or government-leased office that may have the potential of causing GN staff to vacate the building (i.e. plumbing, heating, air quality):

APPLICATION

The following procedure applies to incidence that requires building closure based on Worker's health and safety guidelines.

Each department has been designated several worker health and safety representatives or a building has a designated representative for all departments. This representative is responsible to adhering to the guidelines

In the event an office building is to be closed, the effected Departments DM will inform the Director of Property and Asset Management so that a GN wide closure notice can be issued. This also allows Property and Asset Management to track closures and to contact the proper personnel responsible for repairs.

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GN BUILDING CLOSURE PROCEDURES

1. The workplace health and safety committee representative or designated building representative for a department contacts Property and Asset Management CGS when there is a maintenance issue that may affect the operations or health and safety of the occupants.
2. Property and Asset Management will assess the situation through CGS maintenance and in the case of a leased building, the landlord or property manager. This assessment will include severity of malfunction, effect on the occupants, determine the length of time required to fix the malfunction or damage to insure safety for the occupants.
 - 2.1. In the case of multiple departments located with the building, each Departmental DM will be notified of the assessment.
3. In the event that the maintenance issue detected can be repaired within two hours, the building will not close for the remainder of the morning or afternoon.
 - 3.1. In the event that the issue is an immediate health or safety threat such as severe fumes, no heat, or other immediate threat as determined by the effected departments DM, the building can be closed immediately and assessed to determine possible re-opening.
4. In the event that the issue cannot be repaired within two hours starting from the time that the issue was detected, the building will be shut down for the remainder of the morning or afternoon as directed by the departments DM.
 - 4.1. CGS will notify the affected Departments Deputy Minister (or their designate) to inform them of the pending closure and will provide an estimated time of closure prior to issuing a GN wide notice.
 - 4.2. In the event of a prolonged closure, CGS will confirm with the affected Department of any alternate staff location and will include that information in and public notices.
5. Upon completion of the assessment, Property and Asset Management will report to the DM of the affected department(s) to help them determine if closure is required.
6. With DM approval, the Director of Property and Asset Management will then issue a building closure notice through EIA-Communications detailing the expected length of closure. (We will also list the effected Departments located within the building)
 - 6.1. In the event that a building is closed in the morning, unless it is communicated that the repairs will take longer, the building will open again in the afternoon.
 - 6.2. In the event that a building is closed in the afternoon, it will be understood that the building will re-open the next morning.

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7. Property and Asset Management maintenance staff will complete an inspection when the repairs are complete. The effected departments DM will then be notified.

7.1. In the case of a leased office complex, inspections will be completed along with the landlord or their maintenance crews.

Occupational Health has begun to assist GN building occupants to re activate the health and safety committees. CGS is supporting staff in this initiative.

Example of some low level issues: (Listed but not limited to)

Low level issues are maintenance items that can be repaired within two hours or issues that will not affect health and safety of occupants or interrupt Departmental operations.

- No water (waiting on truck delivery, water pump failure or utilidor frozen line)
- Sewage Issue (full sewage tank or utilidor frozen line)
- Isolated power outage (breaker panel or temp main line)
- Heating issues that can be easily fixed.
- Building Fire Sprinkler System. (Sprinkler failure will not cause closure as building a fire piquet can be put in place to ensure safety of occupants)

Example of some high level issues (DM Immediate closure): (Listed but not limited to)

High level issues are maintenance items that will require an extended period of time to repair, issues that will affect health and safety of occupants or issues that will have a negative effect on Departmental operations.

- No Heat requiring more than two hours to repair
- Sewage Issue requiring more than two hours to repair
- No water requiring more than two hours to repair
- Main power outage for extended period
- Severe fumes from external sources.