


# STATE OF GOOD REPAIR PLAN

<b>Building Address:</b>	21 Sanford Avenue North			
<b>Owner:</b>	Hamilton East Kiwanis Homes			
<b>Version:</b>	1.00	<b>Date:</b>	14 Dec 2025	

## Purpose and Scope

The purpose of this is to describe how the apartment building will be maintained in a state of good repair in accordance with the City of Hamilton Safe Apartment Buildings By-law 24-054 and other applicable laws and standards.

This Plan is intended to demonstrate how Hamilton East Kiwanis Homes (HEK) maintains:

- the physical integrity of the building and its systems.
- the provision of vital services (including heat, water, gas, electricity, and other essential utilities as required);
- appropriate levels of security for tenants, visitors, and staff; and
- the safe movement of persons within and around the building, including normal circulation and emergency egress.

This Plan applies to all capital and common elements of the building that affect structural integrity, safety, vital services, and security. This includes, but is not limited to:

- 1) Building Envelope: roof, building facades, windows, and exterior doors.
- 2) Elevators: elevators and other lift devices if any
- 3) Mechanical/HVAC Systems: boiler, HCE system, hot water tanks, heating system
- 4) Emergency power system; generator
- 5) Security systems: Fob system, intercom panel and security cameras
- 6) Fire and life safety systems; fire alarm system and sprinkler system
- 7) Parking & Site Areas: garages, parking areas, and exterior walkways.
- 8) Fall Protection & Egress: balconies, guardrails, handrails, stairwells.
- 9) Interior common areas and finishes: common floors, walls and ceilings

This Plan is a summary document prepared to demonstrate compliance with the Safe Apartment Buildings By-law and to provide an overview of how the building and its common elements are monitored, maintained, and renewed.

Hamilton East Kiwanis Homes contracts the professional services of engineers, certified trade personnel, and project managers who work in conjunction with Property Coordinator staff to:

- Inspect and review building condition and performance.
- Plan for the repair, replacement, and ongoing maintenance of building systems and common elements.
- Adequately plan and allocate financial resources to support this work overtime.

Where possible HEK strives to improve the buildings through forward-looking upgrades that:

- Energy efficiency improvements that reduce operating costs for residents and the organization.
- Improve the accessibility of the building

## **Preventative Maintenance, Inspections and Building Condition Assessments**

Maintaining a state of good repair at HEK is founded on a combination of preventative maintenance, regular inspections, building condition audits, and specialized engineering investigations. These activities work together to identify issues early, guide capital planning, and ensure that the building and its systems continue to perform safely and reliably over time.

### **Preventative Maintenance and Regular Inspections**

HEK implements a structured preventative maintenance program carried out by Property Coordinator staff and qualified service contractors. This program includes:

- Routine inspections of common areas, building systems, and exterior elements on a weekly, monthly, and seasonal basis.
- Scheduled servicing and testing of key systems (e.g., fire and life safety, HVAC, electrical and emergency power, elevators) in accordance with regulatory requirements, industry standards, and manufacturer recommendations; and
- Documented follow-up on identified deficiencies through work orders, service calls, or capital planning, as appropriate.

These activities are intended to detect issues early, reduce the risk of unplanned failures, and extend the useful life of building systems and components.

### **Regular Building Condition Audits**

In addition to day-to-day preventative maintenance, HEK undertakes regular building condition audits to obtain a more comprehensive view of the building's physical condition. These audits:

- Review the major capital and common elements of the building (structure, envelope, mechanical, electrical, life safety, and site elements);
- Identify current deficiencies, emerging risks, and remaining service life; and

- Provide recommendations that inform capital planning, budgeting, and prioritization of repair and renewal projects.

Findings from building condition audits are incorporated into HEK's broader asset management tools and where they relate to the ongoing state of good repair of the building.

## **Specialized Engineer and Consultant Investigations**

Where more detailed analysis is required, HEK engages specialized engineers and consultants (for example, structural engineers, building envelope specialists, mechanical and electrical engineers, and other technical experts) to:

- Investigate specific building issues or performance concerns;
- Provide design and technical recommendations for repairs, replacements, or upgrades; and
- Confirm that proposed solutions meet applicable codes, standards, and best practices.

These investigations support informed decision-making and help ensure that repairs and replacements are durable, cost-effective, and aligned with HEK's objectives for safety, accessibility, energy efficiency, and decarbonization.

Together, preventative maintenance, regular inspections, building condition audits, and specialized engineer investigations form the foundation of HEK's approach to maintaining the building in a state of good repair.