

## SCHEDULE “A”

By-Law #25-09

### PART I – DEFINITIONS

1. In this Schedule,

“**accessory building**” means a detached or attached building that is subordinate to the main use of the lot and that is not used or intended for use as a human habitation.

“**basement**” means that portion of a building other than a story and which is below the floor surface of the first story and the floor of which is 760mm (30 inches) or more below the average finished level of the adjoining ground, and includes a cellar. A basement shall be counted as a story for the purposes of height measurement if the vertical distance between the ceiling and the average finished level of the adjoining ground is more than 1.52 meters (5 feet).

“**bathroom**” means a room containing a minimum of one toilet, one sink and one bathtub or shower, or two rooms that contains in total a minimum of one toilet, one sink and one bath tub or shower.

“**bedroom**” means a habitable room used for sleeping purposes.

“**building code**” means regulations (Building Code O. Reg. 332/12) made under the Ontario Building Code Act S.O. 1992, c23, as amended.

“**clean and sanitary**” means clean and sanitary to the satisfaction of an Officer of the appropriate District Health Authority.

“**dwelling**” means a building or structure, any part of which contains one or more dwelling units, including a mobile home, which is used or intended to be used for the purpose of human habitation in whole or in part and includes a building that would be used or would be intended to be used for such purposes except for its state of disrepair, and also includes the land and premises appurtenant thereto and all outbuildings, fences or erections thereon or therein;

“**dwelling unit**” means one or more rooms connected together as a separate unit in the same structure, and constituting an independent housekeeping unit for residential occupancy by human beings, for living and sleeping purposes;

“**fire resistance rating**” means time in hours or parts thereof that a material construction or assembly will withstand fire exposure, as determined in the fire test made in conformity to generally accepted standards as stated in the Building Code;

“**ground cover**” means organic or non-organic material supplied to prevent the erosion of the soil, examples – concrete, flagstone, gravel, asphalt, grass, or other forms of landscaping.

“**habitable room**” means any room in a dwelling or dwelling unit used for living, sleeping, cooking or eating purposes, with a minimum height of 2.13 meters (7 feet) except as hereinafter expressly provided;

**“non-habitable room”** means any room in a dwelling or dwelling unit other than a habitable room, and includes any bathroom, toilet room, laundry room, pantry, lobby, communication corridor, stairway, closet, cellar, recreation room in a cellar, boiler room and other space for service and maintenance of the dwelling or for public use, or for access or for vertical travel between stories;

**“noxious weeds”** means any weed classified as noxious by the Weed Control Act, RSO 1990, c W.5 of the Province of Ontario (listed in Schedule “C”);

**“owner”** includes the person for the time begin managing or receiving the rent of the land or premises in connection with which the word is used, whether on their own account or as agent or trustee of any other person or who would so receive the rent if such land and premises were let, and shall also include a lessee or occupant of the property who, under the terms of the lease, is required to repair and maintain the property in accordance with the standards for the maintenance and occupancy of the property;

**“person”** Any human being, association, firm, partnership, incorporated company, corporation, agent, trustee, and the heirs, executors or other legal representatives of a person to whom the context can apply according to law.

**“residential property”** means a building or structure or part thereof that is used or designed for use as a domestic establishment in which one or more persons usually sleep and/or prepare and serve meals and includes land and premises appurtenant thereto and all mobile homes, mobile buildings, mobile structures, outbuildings, fences and erections thereon whether heretofore or hereafter erected and included vacant property;

**“sewage”** means any liquid waste containing animal, mineral or vegetable matter in suspension or solution, but does not include roof water or other storm water runoff;

**“sewage system”** means the municipal sanitary sewer system or a private sanitary sewage disposal system approved by the Ministry of the Environment or the Medical Officer of Health;

**“yard”** means the land around and appurtenant to the whole or any part of a building and used or intended to be used or capable of being used in connection with the said building, whether or not the land is owned by the owner of the building.

## **PART II – STANDARDS TO ALL PROPERTIES**

### **STRUCTURAL CAPACITY**

2. Every person shall maintain a building in a structurally sound condition so as to be capable of safely sustaining its own weight, and any load to which it may normally be subjected. Materials that have been damaged or show evidence of dry rot or deterioration shall be repaired or replaced in a workmanlike manner.

## **FOUNDATIONS AND FOUNDATION WALLS**

3. Every person shall ensure the foundation walls and basement, cellar or crawlspace floor of a building shall be maintained in good repair and structurally sound conditions so as to prevent dangerous settlement, the entrance of moisture, rodents, vermin and insects. Maintenance shall include shoring of the walls, installing subsoil drains at the footings, grouting masonry cracks, and waterproofing walls or floors.

## **EXTERIOR SURFACES**

- 4.1 Every person shall maintain the exterior walls of a building shall be maintained so as to prevent their deterioration due to weather and insects and, where necessary, shall be so maintained by painting, restoring or repairing of walls, coping or flashing, by the waterproofing of joints, and by the installation of repairing of termite shields.
- 4.2 Every person shall keep exterior walls, roofs and other parts of a building shall be kept free of objects or materials that have been improperly secured or that have become loose or unsecured. Such objects or material shall be removed, properly secured or replaced.
- 4.3 Every person shall ensure air conditioners are equipped with adequate devices for the prevention of condensation drainage onto entrance areas, sidewalks or walkways.
- 4.4 Every person shall take appropriate measures to remove any unauthorized and/or objectionable markings, stains or other defacement on the exposed exterior surface and to restore the surface and adjacent areas.

## **ROOFS**

- 5.1 Every person shall maintain the roof of a building shall be maintained in a watertight condition so as to prevent leakage of water into the building, and where necessary, shall be maintained by the repair of the roof and flashing or by applying waterproof coatings or coverings. The roof shall be free of loose or unsafe objects and materials and all other accident and fire hazards. The roof drainage system where present, shall be kept in good repair, watertight, and free of health and accident hazards.
- 5.2 No person shall allow discharge from a roof or storm drainage directly onto sidewalks, stairs or neighbouring property. It shall not discharge onto any road surface in the road allowance unless the Corporation's Public Works Department permits this method of drainage.

## **EXTERIOR DOORS, WINDOWS AND EXTERIOR TRIM**

- 6.1 Every person shall maintain the exterior openings in a building or an accessory building shall be maintained in good repair and in sound, operative condition.

This maintenance shall include the painting, or applying of a similarly effective preservative, the repairing or replacing of damaged or decaying doors, windows, shutters, screen or screen hardware. Where an opening is used for ventilation or illumination and is not protected by a window, door or similar closure, it shall be screened with wire mesh, metal grille or other durable material.

- 6.2 No person shall cover exterior window with plywood or any other unapproved material except for a reasonable period to enable a damaged window to be repaired or replaced.

### **FIRE ESCAPES, EXTERIOR AND INTERIOR STAIRS**

- 7.1 Every person shall ensure fire escape, exterior or interior stairs, porch, balcony or landing, actually in use or available for use, be maintained in good repair so as to be free of holes, cracks or other defects that constitute possible accident hazards, and all treads or risers that show excessive wear or are broken, wrapped or loose, and all supporting structural members that are rotted or deteriorated, shall be repaired or replaced.
- 7.2 Every person shall ensure that stairs, landings, ramps, porches, balconies, terraces, passageways, and roof walks be equipped with handrails, guardrails, and balustrades according to the Ontario Building Code, and they shall be maintained in good repair so as to provide adequate protection against accident or injury.

### **INTERIOR WALLS AND CEILINGS**

- 8.1 Every person shall ensure every wall and ceiling in a building be maintained in good repair with respect to fire safety, so as to be free of holes, cracks, loose plaster, or other defects that would permit the passage of flame or excessive heat.
- 8.2 Every person shall ensure interior finish materials for acoustical correction, surface insulation, decorative treatment on the surface of walls and ceilings, and interior trim be of material that will not, in burning, cause excessive flame or give off excessive amounts of smoke or objectionable or dangerous gases so as to be injurious to health.

### **FLOORS**

- 9.1 Every person shall ensure every floor in a building be smooth and level, and be maintained in good repair, free of all loose, warped, broken or rotted boards, protruding, damaged or deteriorating surfaces, surfaces, surfaces in dangerous condition, or openings that might admit rodents into a building. All defective floor surfaces shall be repaired or replaced.
- 9.2 Every person shall ensure the floor of every bathroom, shower room and toilet room be water resistant and of a type that can be readily cleaned.

9.3 Every person shall ensure basement and cellar floors be constructed at least to the minimum standards of the Building Code.

9.4 Every person shall ensure below grade floors be adequately drained so as to prevent the ponding of water on the floor surface.

## **DOORS**

10. Every person shall ensure existing doors, hardware and frames be maintained in a sound operative condition. All doors and hardware shall comply with the requirements of the Building Code. Defective or missing hardware shall be repaired or replaced.

## **ELEVATORS, HOISTS, LIFTS AND MOVING STAIRS**

11. Every person shall ensure all elevators, hoists, lifts and moving stairs be maintained in good working order, free of hazards that could cause accidents, and in accordance with the requirements of the Building Code.

## **EXIT**

12. Every person shall ensure all buildings have safe, continuous and unobstructed passage from the interior to the exterior of the building at street or grade level. All passageways shall be kept free of rubbish and debris that might create a fire or accident hazard, and shall have adequate lighting. A required means of egress shall not pass through an attached garage, a built-in garage, or an enclosed part of another building. In a mixed-use building, no means of egress shall pass through any part of a dwelling unit unless the occupant of the dwelling unit is also the occupant of the non-residential portion.

## **FIRE SEPARATION**

13. Every person shall ensure the integrity of all fire separations, firewalls and fire doors be maintained at all times so that they will perform their intended function in the event of a fire.

## **ACCESS TO ENCLOSED SPACE**

14. Every person shall ensure a 510 mm (20inches) by 710 mm (28 inches) access opening with a door, or its equivalent, be provided to every crawlspace or other enclosed space, and to every attic and roof space exceeding 610 mm (2 feet) in height.

## **GENERAL CLEANLINESS**

15. Every person shall ensure every floor, wall ceiling, furnishing and fixture in a building be maintained in a sanitary condition, and the building shall be kept free of rubbish and debris.

## **DAMPNESS**

16. Every person shall ensure the floors, ceilings and walls of every building be kept free of moisture, dampness and resulting fungus growth.

## **PEST PREVENTION**

17. Every person shall ensure buildings be kept free of rodents, vermin and insects, and methods used for exterminating them shall be in accordance with the provisions of The Environmental Protection Act, R.S.O., 1990, Chapter E. 19, and The Pesticides Act, R.S.O., 1990 Chapter P. 11. Basement or cellar windows used or required for ventilation, and every other opening in a basement or cellar or crawlspace that might permit the entry of rodents, vermin and insects shall be screened with wire mesh or other material that will effectively keep out rodents, vermin and insects.

## **SEWAGE SYSTEM**

18. Every person shall ensure plumbing fixtures in every building discharge the water, liquids or sewage into drainage piping that shall be connected to a municipal sewage system, or to a system approved by the local Public Health Unit.

## **PLUMBING SYSTEM**

19. Every person shall ensure all plumbing systems, drain pipes, water pipes and plumbing fixtures in every building, and every connecting line to the sewage system, be maintained in good repair and free of leaks and defects, and all water pipes and appurtenances thereto shall be protected from freezing, these systems shall conform to Part 7 of the Building Code. This article includes internal industrial systems.

## **TOILET AND BATHROOM FACILITIES**

20. Every person shall ensure all buildings be provided with toilet and washing facilities equal to the standard required by the Building Code. They shall be fully enclosed so as to provide privacy for the occupant. No toilet or urinal shall be located within a room that is used for the preparation, cooking, storing or consuming of food.

## **HEATING SYSTEM**

- 21.1 Every person Shall ensure the heating system of a building be maintained in good working order condition, capable of heating the building safely to the required standard.
- 21.2 Every person shall ensure that no room heater be located where it might be a fire hazard to walls, furniture or equipment, nor shall it obstruct the path of egress from the room in which the heater is located.

- 21.3 Every person shall ensure that a space that contains a heating unit have natural or mechanical means of supplying air in quantities that will provide adequate combustion.
- 21.4 Every person shall ensure that all heating and cooking apparatus or equipment involving combustion that requires a connection to a chimney or flue be properly connected to a chimney or a flue by a rigid and permanently sealed connection.
- 21.5 Every person shall ensure that chimneys, smoke pipes, flues and gas vents actually in use or available for use shall be maintained so as to prevent gases from leaking into the building. They shall be kept clear of obstructions, all joints shall be sealed, and all broken or loose masonry shall be repaired.
- 21.6 Every person shall ensure fireplaces and similar installations used or intended to be used for burning fuels in open fires shall be connected to approved chimneys, smoke pipes or flues that are separate from any flue that acts as a gas vent. They shall be installed so that there is no danger of fire to adjacent combustible material or structural members.
- 21.7 Every person shall ensure, where a heating system or part of it, or any auxiliary heating system, burns solid fuel or liquid fuel, a space or receptacle for the storage of the fuel be provided and maintained in a convenient location and properly constructed so as to be free of fire or accident hazards.
- 21.8 Every person shall ensure, where required by the Building Code, a fuel-burning central heating system in a mixed-use building shall be located in a separate room having walls, ceiling and doors with a fire resistance rating of not less than that required for new construction of such a room, in accordance with the Building Code.
- 21.9 Subsection 21.8 does not apply where there is a fire separation between the dwelling unit and the non-residential property having a fire resistance rating of not less than that required by the Building Code for similar new construction.

## **ELECTRICAL SYSTEM**

- 22.1 Every person shall ensure electrical systems, wiring, conduit and electrical services in every building comply with the Building Code, and lighting equipment shall be installed throughout the building to provide adequate illumination for the intended use of each space.
- 22.2 Every person shall ensure fuses or overload devices not exceed limits set by the Ontario Electrical Safety Code.

## **VENTILATION**

- 23.1 Every person shall ensure habitable room or rooms where persons work or are expected to work have an opening or openings for natural ventilation, and such opening or openings shall have a minimum aggregate unobstructed free flow area of 0.279 square metres (3ft), and shall be located in the exterior walls or through openable parts of skylights. Openings shall be adequately screened to prevent the entry of insects, rodents or other vermin.
- 23.2 Every person shall ensure an opening for natural ventilation may be omitted if mechanical ventilation is provided which changes the air at least once each hour. All systems of mechanical ventilation shall be maintained in good repair.
- 23.3 Every person shall ensure basement or cellar or crawlspace be adequately vented to the outside air by means of screened windows that can be opened, or by louvers with screened openings, the area of which shall be not less than 0.1858 square meter opening for natural ventilation may be omitted if mechanical ventilation is provided which changes the air once each hour.

## **FIRE PROTECTION EQUIPMENT**

- 24.1 Every person shall ensure that fire alarm systems and ancillary devices, standpipe and hose systems, sprinkler systems automatic fire extinguishing systems, smoke control systems, private fire hydrants, voice communication systems, exit and emergency lighting equipment and fire extinguishers be maintained in good working order and repaired or replaced when necessary.
- 24.2 Fire protection equipment is subject to approval by the Fire Chief Official and periodic inspections by Fire Chief Official or their designate in accordance with the Fire Protection and Prevention Act, 1997, SO 1997, c.4.

## **ACCESSORY BUILDINGS AND FENCES**

25. Every person shall ensure accessory buildings and all fences shall be kept in good repair and free of fire, health or accident hazards.

## **YARDS, GROUNDS AND VACANT LOTS**

- 26.1 Every person shall keep every yard and vacant lot and all grounds, owned or occupied by them, free and clear of:
- a. Objects or conditions that might create health, fire or accident hazards;
  - b. Rubbish, garbage, brush, waste, litter and other debris;



- c. Termites, rodents, vermin or other similar pests and animals and any condition which might result in the harbouring of such rodents, vermin, pests and animals;
- d. Excessive growth of grass, grass cover, hedges, bushes, trees and other natural growth which creates or may create an unsafe or unsightly condition;
- e. Decayed or damaged trees or other decayed or damaged natural growth, the branches and limbs of which create or may create an unsafe condition;
- f. An excessive accumulation of materials which is out-of-character with the surrounding environment;
- g. An excessive accumulation of machinery or parts thereof which are apparently unused or which are out-of-character with the surrounding environment;
- h. Potholes, excavations, holes and depressions which create an unsafe condition;
- i. Ponding and any accumulation of water which creates or may create an unsafe condition;
- j. Vehicles, boats or trailers which are wrecked, dismantled, discarded, unused or which do not openly display any permit, license, certificate plate or validation sticker which is required pursuant to the provisions of the Highway Traffic Act. S.O. 1992, c .23 or other similar legislation, except:
  - i. Where all such vehicles, boats and trailers are within an enclosed building; or,
  - ii. Where, in the case of a salvage yard, when in compliance with the salvage yard by-law and is permitted on such lands; or,
  - iii. Where, in the case of boats and trailers, a permitted purpose in respect of such lands is the sale and storage of boats and trailers; or,
  - iv. Where a vehicle for which the occupant of any residential premises is repairing for their own use so long as such repair is actively carried on and is not for commercial purposes; or,
  - v. Where it is proven to the satisfaction of the Officer that such vehicle, trailer, boat, or mechanical equipment is required for business purposes, other than a salvage yard, and such use is permitted, a suitable screening shall be provided by the owner.

- k. Dilapidated, collapsed or partially constructed buildings, structures or erections which are not currently under construction;
  - l. Any other unsafe condition; or,
  - m. Any other unsightly condition out-of-character with the surrounding environment; or,
  - n. Any noxious weed (listed in Schedule "B"), as defined by the Weed Control Act RSO 1990 c. W.5.
- 26.2 Every person shall ensure suitable ground cover such as gravel, sod, crushed stone, or equivalent surfacing, be provided on all open areas of any yard, to prevent soil erosion.
- 26.3 Garbage Disposal:
- a. The owner of every building shall provide sufficient garbage receptacles or containers or garbage enclosures of sufficient size so as to keep all grounds, or yards owned or occupied by them free and clear of rubbish, garbage, brush, waste, litter and other debris. All garbage and refuse shall be stored in sanitary containers and shall be made readily accessible for easy removal, and shall not be permitted to accumulate and remain on the premises to an extent or for a length of time that might constitute a fire, health or accident hazard.
  - b. Receptacles for exterior garbage or refuse storage shall be a plastic bag placed in other containers made of watertight construction and provided with tight-fitting covers and maintained in a clean state.
  - c. All garbage, refuse and ashes shall be made available for removal in accordance with the Town's Garbage by-law.
- 26.4 Drainage: Every person shall ensure all yards shall be provided and maintained with adequate surface water drainage, including suitable provisions for its disposal without causing erosion, so as to prevent recurrent ponding or the entrance of water into a basement, cellar, crawlspace or any level of neighbouring property.
- 26.5 Walks: Every person shall ensure steps, walks, driveways, parking spaces and similar areas of the yard be maintained so as to allow safe passage under normal use and any weather conditions.
- 26.6 Driveways and Parking Areas: Every person shall ensure all areas used for vehicular traffic and parking shall be constructed of at least crushed stone, asphalt, concrete or equivalent surfacing be in accordance with other Town by-laws. All surfaces shall be kept in good repair and well drained.

## **PART III – ADDITIONAL STANDARDS FOR RESIDENTIAL PROPERTY**

### **DOORS**

- 27 Every person shall ensure at least one entrance door to every dwelling unit be capable of being locked from the outside as well as the inside.

### **WINDOWS**

28. Every person shall ensure in a dwelling unit there be provided a glazed exterior door, a glazed window shall be provided in a living room and in each bedroom. The total glass area shall be at least 10% of the floor area of the room it serves.

### **STORAGE SPACE**

- 29.1 Every person shall ensure every dwelling unit be provided with space for the storage of linen and clothes. This may include free-standing wardrobes and/or satisfactory hook racks.
- 29.2 Every person shall ensure the dwelling unit be provided with space for general storage. In a multiple dwelling, such space may be in a communal general storage area.

### **WATER**

- 30.1 Every person shall ensure dwelling unit be provided with an adequate supply of piped potable water from a source approved by the District Health Authority.
- 30.2 Every person shall ensure sink, washbasin, bathtub or shower required by this by-law have an adequate supply of hot and cold running water.
- 30.3 Every person shall ensure water heater installed for the purpose of supplying hot running water to the occupants of a dwelling unit be capable of heating water to a temperature of 49.0 degrees centigrade (120 degrees Fahrenheit).
- 30.4 Every person shall ensure a supply of water sufficient to adequately flush the toilet be supplied to every toilet.

### **TOILET AND BATHROOM FACILITIES**

- 31.1 Every person shall ensure, except as otherwise provided in subsection 31.2 every dwelling unit contain plumbing fixtures consisting of at least one toilet, one washbasin, and one bathtub or shower. All bathrooms and toilet rooms shall be located within and accessible from, the dwelling unit.
- 31.2 The occupants of more than two dwelling units may share a single bathroom, provided that a total of not more than ten persons occupy the

dwelling units, and provided that access to the bathroom can be gained without going through habitable rooms of another dwelling unit or through an open area that is not normally heated during the season in which heat is required.

## **KITCHEN FACILITIES**

32. Every person shall ensure each dwelling unit have a kitchen area for the preparation and cooking of food which shall contain a sink and cooking apparatus. The sink shall have a hot and cold-water supply, be connected to a sanitary drainage system, and be in good repair and working order. There shall be a clear space above any exposed cooking surface of a cooking apparatus of a least 610 mm (24inches). The cooking apparatus must conform to the appropriate provincial regulations governing the type of fuel being used for such cooking purposes.

## **HEATING SYSTEM**

- 33.1 Every person shall ensure dwelling unit be provided with a heating system capable of continuously maintaining a room temperature under all conditions of 20.0 degrees Centigrade (68 degrees Fahrenheit) in all habitable rooms, bathrooms and toilet rooms, in accordance with the Residential Act 2006, SO 2006 c.17 unless otherwise permitted by the District Health Authority.
- 33.2 Every person shall ensure in dwellings that contain more than two dwelling units and have a common central heating system, the heating system be located in a separate room having floors, walls, doors and a ceiling with a fire resistance rating of not less than one hours. The room shall not be used for the storage of fuels or any other material, and shall be kept clean of all debris and rubbish.
- 33.3 No person shall use barbecues within a multiple dwelling, or on a balcony.

## **ELECTRICAL SYSTEM**

- 34.1 Every person shall ensure, in every dwelling unit an adequate and safe lighting fixture be installed in every kitchen, bathroom, toilet room, laundry room, utility room, furnace room, vestibule, hall and stairway.
- 34.2 Every person shall ensure all common halls and stairs in multiple dwellings be continuously illuminated at an average of 50 lx at all points of the floor or tread area in accordance with the Building Code O. Reg. 332/12 section 9.9.12.2.

## **VENTILATION**

- 35.1 Every person shall ensure every bathroom or room containing a toilet or urinal be provided with an opening or openings for natural ventilation

located in an exterior wall or through skylight openings, and all such openings shall have minimum aggregate, unobstructed free flow area of 0.0929 meters square. Opening shall be adequately screened to prevent the entry of insects, vermin and rodents.

- 35.2 Every person shall ensure any opening for natural ventilation may be omitted from a bathroom or a room containing a toilet or urinal where a system of mechanical ventilation has been provided, such as an exhaust fan with a duct leading to outside the dwelling unit which will provide at least one air change per hour.

## **EXIT**

36. Every person shall ensure in a building that contains more than one dwelling unit, each dwelling unit shall have a safe, continuous and unobstructed passage from the interior to the exterior of the building at street or grade level. All passageways shall be kept free of rubbish and debris that might create a fire or accident hazard, and shall have adequate lighting. A required means of egress shall not pass through an attached garage, a build-in-garage, an enclosed part of another building, or another dwelling unit.

## **WALKS**

37. Every person shall ensure a hard-surfaced walk be provided from every dwelling unit to the street, or to a hard-surfaced driveway that connects to the street. For the purposes of this section, any walk or driveway covered with crushed stone shall be deemed to be "hard-surfaced".

## **OCCUPANCY STANDARDS**

- 38.1 Every person shall ensure the maximum number of occupants in a dwelling unit shall not exceed one person per 9.29 square metres (100ft<sup>2</sup>) of total floor area of all the habitable rooms.
- 38.2 For the purposes of computing the habitable floor area, the floor area under a ceiling that is less than 2.13 metres (7ft.) high shall not be counted unless there is a sloping ceiling, then the habitable floor area shall be in accordance with regulations in the Ontario Building Code.
- 38.3 No person shall use a hallway as a bedroom.
- 38.4 No person shall use a room in a dwelling used as a bedroom unless it has a minimum width of 2.0 metres and a minimum floor area of 5.57 square metres. A room used as a bedroom by two or more persons shall have a floor area of at least 3.72 square metres for each person using the room.

- 38.5 At least one half of the required minimum floor area of the bedroom shall have a ceiling height of 2.13 metres and no floor area with a ceiling height of less than 1.37 metres shall be counted.
- 38.6 Every person shall ensure a non-habitable room be separated from the common central heating system, water heating system, and incinerator by a fire separation having a fire resistance rating of at least one hour.

## **PART IV ADDITIONAL STANDARDS FOR NON-RESIDENTIAL PROPERTY**

### **EXTERIOR VENTS**

39. Every person shall ensure where mechanical ventilation is used the ventilation duct discharge on the exterior wall not be located closer than 1.83 metres (6ft) from a window or door located in an adjoining building.

### **GENERAL CLEANLINESS**

40. Every person shall ensure all surfaces or corridors, halls and stairs be maintained in a clean condition, free of all debris and rubbish.

### **KITCHEN FACILITIES**

- 41.1 Every person shall ensure every room in which meals are prepared have a sink that:
- (a) has a splash back and a drainboard made of material impervious to water
  - (b) is served with hot and cold running water;
  - (c) is connected to a drainage system;
  - (d) is in good repair and working order;
  - (e) Is approved by the District Health Authority.

### **TOILET AND BATHROOM FACILITIES**

- 42.1 Properties where people work shall have a minimum of one toilet and one washbasin supplied with running water, located in an enclosed room conveniently accessible to the employees.
- 42.2 All toilet rooms shall be fully enclosed and with a door capable of being locked so as to ensure privacy, in accordance with the Occupational Health and Safety Act, RSO 1990, c O.1. Where the toilet room contains more than one water closet or toilet, each water closet shall be provided with a compartment with a locking door to ensure privacy.

- 42.3 Every person shall ensure all toilet facilities and toilet rooms be kept clean and neat at all time, and the toilet room walls and ceilings shall be provided with a smooth surface that is easily cleaned. All floors shall be of a construction that is impervious to water.
- 42.4 Every person shall ensure an adequate supply of toilet paper be provided at each water closet, and towels or other means of drying shall be provided at the washbasins.
- 42.5 Every toilet room shall be provided with an opening or openings for natural ventilation, and such opening or openings shall have a minimum aggregate unobstructed free flow area of 0.0929 square metres, and shall be located in the exterior walls or through openable parts of a skylight. An opening for natural ventilation may be omitted from a toilet room where a system of mechanical ventilation has been provided, such as an exhaust fan with a duct leading to the outside and which will provide at least one air change per hour.

## **HEATING SYSTEMS**

- 43. Every person shall ensure where persons are employed in duties and operations in an enclosed space or room within a building and not engaged in active physical activity, the heating equipment be capable of providing adequate and suitable heat in such spaces or rooms during working hours, as specified in Occupational Health and Safety Act, RSO 1990, c O.1.

## **ELECTRICAL SYSTEM**

- 44. Every person shall ensure sufficient lighting fixtures be provided and maintained in order to furnish illumination of an average of 50 lx at all points of floor or tread area in accordance with the Building Code O. Reg. 332/12 section 9.9.12.2. Extension cords that are not part of a fixture shall not be permitted on a semi-permanent basis.

## **SIGNS**

- 45. Every person shall ensure all signs and billboards be maintained in good repair and in structurally sound condition, and any signs that are excessively weathered or faded, or those upon which the paint has excessively peeled or cracked, shall be removed or repaired along with their supporting hardware.

## **WALKS, DRIVEWAYS AND PARKING AREAS**

- 46.1 Every person shall ensure communal walkways, driveways, ramps, parking areas, outside steps and landings be promptly cleared of snow, and appropriate measures shall be taken to minimize the risk of persons slipping or vehicles skidding on icy surfaces. Walkways shall be repaved,

resurfaced or regraded as often as necessary to maintain a reasonably smooth and safe surface for pedestrian traffic.

- 46.2 Every person shall ensure all areas used for vehicular traffic, parking, and facilities for loading and unloading be kept free of dirt and refuse, maintained in good repair, and adequately drained to prevent ponding.

## **RECREATION**

47. Every person shall ensure all recreational areas and parks be kept in a safe condition, and equipment provided for them shall be safe and operable.