

Brant Museum & Archives

Weekly Maintenance Report

May 7, 2017

General Inspection of Building Exterior:

Squirrels in Flower pot/Sweep landing
Walkway continues to deteriorate.
~~Wood worm~~ Recent windy/wet weather has
brought down numerous twigs & branches.
Few shingles scattered around building from
April storm which were fixed

General Inspection of Building Interior:

Entrance needs ~~sweep~~ vacuumed
Library needs wiped down
Temp. Exhibit needs sweep
Light to be replaced (Patrick from
Brantford Power)

Hygrothermograph Checked:

HOBOS should be moved to
monthly checklist

**Brant Museum & Archives
Interior Building Maintenance Checklist**

Floor/Room: _____

*See List/Map of Areas

Feature	Problem/Description	Action Required	Work Completed/Date
Ceiling	Cracks in front office Area.	Relocation of Metal Room	Long-term project.
Walls	Generally good	—	—
Floor	Good repair	—	—
Displays/Cases	Lights need replacing in fireman's display	See listing for Plan	Fall 2017
Other	—	—	—
Lighting/Electrical	Fire, See e-mail from Brantford Power Inspector	Put together proposal for fall	Fall 2017
Plumbing/Water	Kitchen sink doesn't drain properly	Have lines flushed in summer	Summer 2017
Windows	Good	—	—
Exits/Stairwells	Back stairs between Z & A need swept.	Chris to sweep this week	May 18 th
Emergency Features (Exit signs, Fire Extinguishers, etc.)	Assoc unit needs replaced.	Replace in July 2017	Replace by July 2017
Environmental Controls (Dehumidifiers, UV Film Hygrothermograph, Heating System, A/C, etc)	Need to get downloaded in May	Jason to complete by May 24	May 24
Security Features (Locks, Alarms, etc.)	Call list to be changed	Nathan to change list	May 18 th

**Brant Museum & Archives
Exterior Building Maintenance Checklist**

Feature	Problem/Description	Action Required	Work Completed/Date
Roof	Shingles require repair original were slate.	contact state roofing + purchase to support cost	To be completed in 2018
Eaves	Eaves are generally in good repair. Roof should be accessed	cleaned out	To be completed June 2017
Fascias	Edges on modern eave worn, barge board touched up	Sand & Repair	Fall 2017
Soffits	Good Condition	None	—
Gutters	Never have been cleaned	check out & clean	June 2017
Downspouts	Down spouts should be extended & added to drain back ^{missing} completely	Grant Application for Fall 2017	Do RFP with budget for grant.
Flashing	Good.	None	—
Drains	Random drain at back with open meshing	replace meshing	June 2017
Doors/Exits	Repaint door jam replace boards that have fallen off molding	Adelto Fall project to be comprehensive.	Fall 2017
Windows	Need to be cleaned, but is cumbersome	Find proposal for approach to get cleaned.	Summer 2017
Foliage/Vegetation	Leaves should be removed from side of building	Final 7 day for exterior yard work.	June 2017
Gardens	Cleaned last week	None	—
External Water Tap	There isn't one anymore	None	—
Exterior Lighting	Good.	None	—
Front Enclosure	Exterior needs touchup & repainted	Low priority	—
Fire Escape	Glass pane broken, covered w black mold, must remediate	Go to fire fighters for money to remediate water leaks	Spring 2018

Exhibit Cleaning Schedule

Main Floor

Area	Date Cleaned/Name
Settlement Gallery (display cases)	Not in Use
Industrial Gallery (display cases and large artifacts)	Not in Use
Victorian Parlour (furniture/artifacts)	Now office

Second Floor

Area	Date Cleaned/Name
Brant Square - Dry Goods Store (all)	windows cleaned on monthly basis
Brant Square - Music Store (all)	
Brant Square - Hardware Store (all)	
Brant Square - Sporting Goods Store (all)	
Brant Square - Candy Shop (all)	
Brant Square - Drugstore (all)	
Brant's Corners - Barber Shop/ Optometrist Window (all)	Area Vacuumed bi-weekly
Brant's Corners - Pottery Shop/ Fireman's Display (all)	
Brant's Corners - General Store (all)	
Brant's Corners - Print Shop (all)	
Pioneer Room (artifacts)	Area swept & dusted monthly

Nathan Etherington

From: Patrick Belina <PBelina@brantford.ca>
Sent: May-05-17 4:35 PM
To: Nathan Etherington
Cc: Amanda Palazzo
Subject: RE: Museum Contact

Hey Nathan,

Thanks for having me by. Realized while I was walking back that you could see who installed your furnace and A/C unit in the new side of the building and how much that cost.

Let me just summarize your opportunities:

1. First thing first is that Water Source Heat Pump (hopefully before the summer). Contact a local residential HVAC company and have them quote the unit for you. Personally, a residential gas fired unit with an A/C would likely be fine but the contractor could tell you if code allows the unit in an attic like that and the required clearances that you would have to maintain from combustibles. Here is a link from our website for contractors. <http://www.hraiheatingcoolingincentive.ca/pages/search.php> There are saveONenergy incentives available for residential customers for getting a higher efficiency A/C (\$200 or \$400 depending on the efficiency) and ECM Motor (\$250) but you would have to see if the contractor can get it for a Museum as well. Most of the time the incentive is not worth the increased cost of the Unit but it's there.
2. Secondly, I have CC'd Amanda Palazzo of our department. She will get you in contact with a contractor for the Small Business Lighting Program. They will come around and do an audit to have all of your inefficient incandescent and halogen fixtures replaced completely free (up to \$2,000 worth). This will also lower your cooling bill because the heat generated by the lighting will be much much less.
3. For your fluorescent lighting, we have the Retrofit Program available. This is my department. Essentially, **BEFORE YOU GIVE THE CONTRACTOR THE PO** we need to see a quote and specification sheets for what you want to install and we can get you pre-approved incentive (I'll do the majority of the incentive work for you). As above, this will also lower your cooling bill because the heat generated by the lighting will be much much less. My thinking is your best bet is to go T8 LED tubes and new ballasts because it's the cheapest for first cost and maintenance. I'd personally replace the 8' fixtures in the room off to the left with 4 foot fixtures with T8 LED tubes if that's the style you like.
4. Lastly, the baseboard heating should be controlled much better for everyone's comfort and energy savings. My suggestion is either get a contractor to get programmable controls for them in each room or replace the units completely with Dimplex Smart Baseboards.

they know you are motivated. For item #3, the contractor needs to know that you are planning on applying for incentive because they have to specify a suitable product.

Hope this helps,

Patrick Belina, P.Eng.
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From: Nathan Etherington [mailto:nathan.etherington@brantmuseums.ca]
Sent: Friday, May 05, 2017 3:50 PM
To: Patrick Belina
Subject: Museum Contact

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