

THE UNIVERSITY OF BRITISH COLUMBIA

**INTERDEPARTMENTAL
MEMORANDUM**

TO A.U.C.E.

FROM JOHN MUIRHEAD

FIRE & SAFETY COMMITTEE

29 AUGUST 1984 19_____
=====

Enclosed please find a copy of the minutes for the August 16 meeting
of the G.S.A.B. Safety, Security and Fire Prevention Committee.

JC

RECEIVED

AUG 31 1984

A. U. C. E.

G.S.A.B. SAFETY, SECURITY AND FIRE PREVENTION COMMITTEE

Minutes of the meeting held at 10:30 a.m. August 16, 1984 in the Benefits Programmes Conference room.

Present: Miss Donna Brock, Graduate Studies
Miss Estelle Lebitschnig, Benefit Programmes
Mr. John Connell, Registrars's Office
Ms. Penny Monks, Data Processing
Mrs. Shirley Magnusson, Awards Office
Mr. John Muirhead, Internal Audit
Ms. Lisa Reeves, Registrars's Office
Miss Laura Stewart, Accounts Payable

Regrets: Mr. Russ Bradley, Canada Post
Dr. Sandra Bruneau, Admissions, Registrar's Office
Ms. Flo Knapp, ADCON
Mr. John Lomax, Finance

Minutes Of Previous Meeting

1. Moved by John Muirhead and seconded by Shirley Magnusson that the minutes of the meeting July 12, 1984 be accepted as distributed.

Business Arising from the Minutes of the Meeting of July 12, 1984

2. WASTE PAPER - NORTH END John Lomax has posted a sign in the area. Computer paper is now being put into the garbage by the departments involved. No further waste material has been observed in this area.
3. FIRST AID LIST The list of staff that have C.P.R. or first aid background has been prepared and will be distributed.
4. ADMISSIONS An estimate of \$290 was received for the installation of windows in room 102H. A letter has been sent to the chairman of the President's Advisory Committee asking for the funds to complete this project.

5. FIRE EXIT DOORS BASEMENT G.S.A.B. A letter has been received from the Fire Prevention Office further stating that the fire doors remain closed at all times. A magnetic door holding device attached to the alarm system was a suggested alternative. A memo is to be sent the departments in the building emphasizing the importance of the closing the fire doors. A further memo is to be sent to the President's Advisory Committee advising them of the situation.
6. WALKWAY NORTH END OF BUILDING A letter has been received from Keith Wilson of Physical Plant to the effect that with the removal of the bamboo, a guard rail is recommended to comply with the building code.
7. EXTERIOR STAIRS - WEST SIDE OF BUILDING Keith Wilson further agrees a centre handrail should be provided even though not required by building code.
8. The rocks in the north walkway have been removed by Physical Plant.
9. EXHAUST FUMES DATA PROCESSING Mr. Smellie of Physical Plant reported that the intake for the data processing area is on the roof. It was decided to request signs for the loading bay and parking area near the building, requiring vehicles to turn off their engines while in those areas. The chairperson will ask Geoff Crampton if there is money available for small items such as this and who should complete work order.

New Business

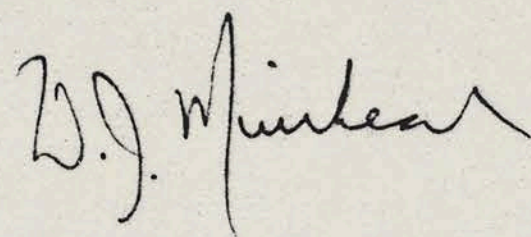
10. It was noted during the recent power failures that the area at the bottom of the stairs in the basement of G.S.A.B. has no emergency lighting nor is the exit sign illuminated. This was of concern as there is no natural light in this area.

Further discussion was incurred as to who is testing the emergency light fixtures in the building and whether the elevator lighting and alarm are tested.

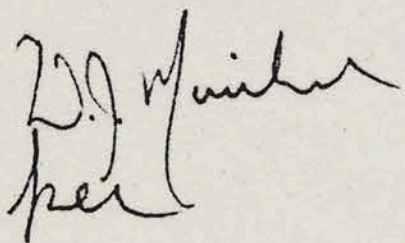
It was agreed that the chairperson will forward a memo to the floor wardens asking them to observe the function of emergency lighting during power failures. It was further decided that the secretary will contact the fire prevention office as to whether their tests include emergency lighting and the elevator alarm.

Next Meeting

11. The next meeting will be held on September 13, 1984 in the Benefit Programmes Conference room.

Adjournment

John Muirhead
Secretary



E.A. Lebitschnig
Chairperson

TO: Mr. R.A. Grant
Chairman,
President's Advisory Committee
Safety, Security and
Fire Prevention

FROM: Estelle Lebitschnig, Chairperson
Committee for G.S.A.B. Safety,
Security and Fire Prevention

DATE: Aug. 24, 1984 PHONE: 3350

Subject: G.S.A.B. - Safety Items

Reference: Keith Wilson, Physical Plan memorandum
dated August 13, 1984 (copy attached)

The referenced letter is self explanatory.

The areas mentioned are marked on the key plan, attached is Annex A to the memorandum.

The committee supports Mr. Wilson's recommendations and request your approval for funding so that the necessary action may be taken.



Province of
British Columbia

Ministry of Lands,
Parks and Housing

JUL 29 1984

Direct all correspondence to:
Fire Chief
University Endowment Lands
Fire Department
2992 Wesbrook Mall
U.B.C. Campus
Vancouver, B.C. V6T 2B7
Telephone: 224-5415

84-07-20

Our File: 7950

General Services Administration
Building
2075 Wesbrook Mall
Vancouver, British Columbia

Attention: John Muirhead, Secretary
Fire/Safety Committee

Dear Sir:

Thank you for your concern regarding fire separations and means of egress within your building.

The area of your concern, as noted on the enclosed floor plan, is indeed a required fire separation and the doors are required to be kept closed.

In view of the occupants' practice of wedging the doors open, the Fire Department recommends these doors be upgraded to the rating of a two hour fire separation and have approved magnetic hold-open devices installed and connected to the existing fire alarm system.

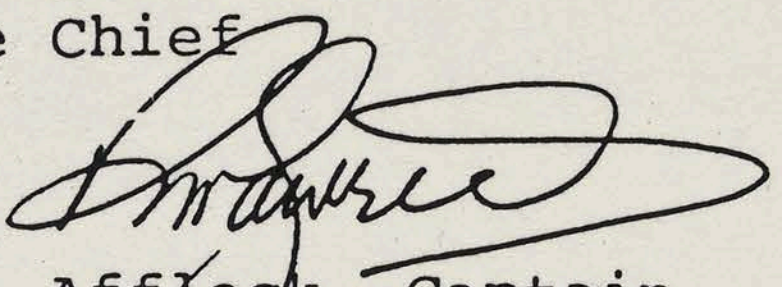
You may, at this time, want to consider other fire doors in the building that might benefit from the installation of the hold-open devices.

Again, thank you for your awareness and concern for the safety of the occupants of your building.

Yours truly,

H.A. Crawford
Fire Chief

per:


J.S. Affleck, Captain
Fire Prevention Office

RWL/lom

Enclosure/

THE UNIVERSITY OF BRITISH COLUMBIA INTERDEPARTMENTAL MEMORANDUM

TOEstele..Lebitschnig.....
.....Benefits..Dept.....
.....GSAB.....
CAMPUS MAIL

FROM ..Keith..Wilson.....
.....Physical..Plant.....

DATE ..August..13/84..PHONE ...6859.....

RE: GSAB - SAFETY ITEMS

This is to confirm our site visit on the 13 August 1984 and provide you with the following details for your next Safety Committee meeting.

1. Exterior Stair - west side of building.

The stair as constructed does not violate building codes but we would agree that a stair as wide as this should be provided with one centre handrail.

2. Landing - northside of building.

This landing is approximately 3'-6" above grade and is not provided with a guardrail.

This installation does not comply with code.

We recommend installing a guardrail either side of the stair.

We will add both of the above items to our list of building deficiencies to be corrected as soon as funds become available.

KW.

Keith Wilson

KW/mmj

cc. Mr. Neville Smith, Director, Physical Plant
Mr. Dennis Haller, Ass't Director, Physical Plant