



To: Parks, Recreation and Cultural Services Committee
From: Kate Sparrow, Director, Recreation and Cultural Services
Re: Garratt Community Wellness Centre Update, and Licence to Occupy Renewal

Date: September 12, 2006
File: 05-1850-02/Vol 01

Staff Recommendation

1. That the current Licence to Occupy agreement between the City of Richmond and the Vancouver Coastal Health Authority for the use of the Garratt Community Wellness Centre be renewed for a five year term, ending August 15, 2011.

Kate Sparrow
 Director, Recreation and Cultural Services
 (4129)

Att. 2

FOR ORIGINATING DIVISION USE ONLY					
ROUTED TO:		CONCURRENCE		CONCURRENCE OF GENERAL MANAGER	
Land and Property	Y	<input checked="" type="checkbox"/>	N		
Facility Management	Y	<input checked="" type="checkbox"/>	N		
Parks	Y	<input checked="" type="checkbox"/>	N		
Law Department	Y	<input checked="" type="checkbox"/>	N		
REVIEWED BY TAG	YES	<input checked="" type="checkbox"/>	NO	REVIEWED BY CAO	YES
		<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>
					NO
					<input type="checkbox"/>

Origin

In August 2004 the City of Richmond granted a two year Licence to Occupy to Vancouver Coastal Health – Richmond Health Services for Garratt Elementary School. Vancouver Coastal Health Authority, in partnership with the City of Richmond’s Parks Recreation and Cultural Services developed a community-based Wellness Centre - Garratt Wellness Centre.

Garratt Community Wellness Centre has two primary objectives:

1. To provide a seamless continuum of service (Diagnosis to self-management) for those individuals living with a variety of chronic health conditions or those individuals with an increased number of risk factors for developing a chronic health condition. The continuum of programs and services are offered either by Vancouver Coastal Health, City of Richmond or in partnership between these two organizations.
2. To provide a variety of programs and services designed to increase awareness and educate residents on ways to take more control of their health (prevention through to chronic disease self-management).

The purpose of this report is to provide an update on the progress and successes of the Garratt Wellness Centre since its opening, and to recommend a 5 year renewal of the Licence to Occupy.

Analysis

The Wellness Centre is a multifaceted and precedent-setting partnership between the City and Richmond Health Services. The City provides the building and facilitates the delivery of specialized physical activity programs. Richmond Health Services administers day to day operations and upkeep of the building, including utilities and janitorial. Based on physician referrals, targeted marketing, and word of mouth, the Centre has quickly evolved into a “one stop shop” for people of all ages with chronic health conditions like diabetes and heart disease.

During the Centre’s first year of operation, Vancouver Coastal Health Authority completed a number of significant building upgrades and renovations to Garratt School in order to transform it into a community wellness facility. The Health Authority invested over \$300,000 in building improvements including:

- Development of a Teaching Kitchen
- New flooring in all classrooms including the Fitness Centre
- Purchase of Fitness Equipment for the Fitness room (fully equipped with both Cardio and strength training equipment)
- Examination rooms and front office/reception area
- New window coverings

Since opening its doors, the Centre has had a number of highlights, milestones, and accomplishments (please see Attachment 1 for a summary). The Centre's programs and services have also clearly had a significant impact on the lives of its members. A key outcome is that program participants are increasing their quality of life, length of life, and the length of time they are able to live independent lives. An article written by the Healthy Heart Society (please see Attachment 2) provides some moving and convincing first hand accounts of what the Centre has meant to some of Richmond's citizens with chronic health conditions.

In reviewing the first two years of the partnership, both Parks, Recreation and Cultural Services and Richmond Health Services staff are very satisfied with what has been accomplished in a short period of time, and are excited about new program and service opportunities as the number of participants continues to increase. Both parties are pleased with the successes to date and strongly feel that the partnership should continue.

For this to happen, an extension of the current Licence to Occupy is recommended. Given Richmond Health Services' capital investment in the facility upgrades, a five year term has been requested, and is supported by City staff. The current Licence has been reviewed by both partners, and a number of non substantive revisions have been included in the proposed new Licence to Occupy (please see attachment 3).

Consideration has been given to synergies between the Garratt Wellness Centre and the Richmond Oval Fitness and Wellness programs and services that will be initiated in the post-games Legacy mode. Both parties feel that changing age demographics will result in increased demand for the types of programs currently offered at Garratt, which may lead to opportunities for this unique health service model to expand to the Oval. However, this can be evaluated more closely as the Oval Legacy operations draw nearer in the coming years.

Financial Impact

The lease is valued \$1.00 per year. The City, as owner of the building, also covers some sustaining facility maintenance costs and landscaping costs which are covered in existing city operation budgets. Richmond Health Services has an annual operating budget of approximately \$200,000 for the Centre and is committed to continue this funding for the term extension. The City's contribution is approximately \$35,000 per year for the specialized program delivery costs, which are offset by participant program fees of \$40,000 per year.

Conclusion

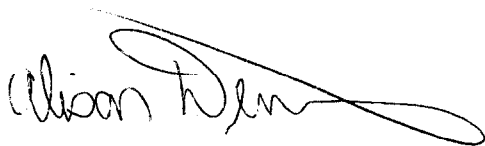
Garratt Wellness Centre's overarching goal is to encourage regular physical activity while supporting participants in becoming informed, educated and active in self-managing their chronic disease. Participants of the programs develop the skills and resources required to better manage their health.

Since Garratt opened its doors to the public, the programs and services have had a very positive impact on the quality of life of Richmond residents living with a variety of chronic health

conditions. Participants have seen improvement in their functional capacity to carry out activities of daily life, and are therefore able to maintain their independence for a longer period of time.

The partnership between the City of Richmond and Vancouver Coastal Health Authority is precedent-setting, as evidenced by the interest from other municipalities, health regions and jurisdictions. This project truly highlights a collective goal to maintain our community as one of the healthiest communities in Canada. This partnership will also assist Richmond in achieving its goal of a 20% increase in the number of people who are physically active by 2010.

The proposed renewal agreement for the Licence to Occupy has been reviewed by the City and the Vancouver Coastal Health Authority. The document has been updated by the City's Law Department to bring the agreement in line with the City's current standard form of "Licence to Occupy" agreements.



Alison Dennis
Fitness and Wellness Services Coordinator
(4275)



Dave McBride
Manager, Aquatic and Arena Service
(5355)

Attachment 1

Highlights of the Garratt Wellness Centre project during first 2 years of operation:

- In December 2004, the first of several community physical activity programs were re-located to the Garratt Wellness Centre. The first program that was moved, was the community-based Heart Wellness exercise program.
- In January 2005 Richmond Health Services moved the first of their outpatient programs – diabetes education, over to Garratt Wellness Centre.
- Since the facility opened its door for business, approximately 8,000 people have participated in a variety of programs offered at the Centre.
- 71% of the visits are from the community physical activity programs representing a tremendous support for people in primary and secondary prevention of chronic disease.
- City of Richmond has increased the number of physical activity programs available for those individuals living with a chronic health condition. Specialized programs such as Heart Wellness, Lose Weight Feel Great and Diabetes Exercise have all positively impacted those individuals participating in them (see Attachment 1 – Healthy Heart Society Article for some of the testimonials made by patrons).
- Approximately 2200 individuals have participated in the specialized physical activity programs being offered by the city, at the Garratt location.
- A delegation from Holland came to visit the Garratt Wellness Centre to learn more about how the partnership between Health and the City was developed and its successes.
- The Provincial government, featured the Garratt Wellness Centre, and in particular the programs offered by the City of Richmond, as part of its report on successful Primary Care strategies.
- Feedback from the surrounding neighbourhood has been extremely positive. People living in the neighbourhood see the Garratt Wellness Centre as a positive addition to their neighbourhood.
- April 1, 2006 marked the official opening of Garratt Wellness Centre.

Community Groups Being Served By Garratt Wellness Centre:

A number of community service groups are benefiting from Garratt Wellness Centre. Many of these groups are part of the Garratt Wellness Centre Steering Committee.

- Canadian Diabetes Society
- Post partum groups
- S.U.C.C.E.S.S.
- Richmond Hospital's Diabetes Outpatient Education program
- University of Victoria's Community-based Chronic Disease Self-Management program
- Those Richmond residents living with chronic health conditions are benefiting from the education and physical activity programs being offered by the City of Richmond.

Attachment 2 - Healthy Heart Society Article February 2006

The Garratt Wellness Centre: No Ordinary Fitness Centre, No Ordinary Results

At first glance, it seems like an ordinary fitness centre. People are stretching on exercise mats, riding stationary bikes, running on treadmills, and lifting weights. Music is playing. An instructor circulates around the room, offering encouraging words and health tips...it all seems very much like an ordinary day at any ordinary gym.

Yet from the start there are signs that the Garratt Wellness Centre is no ordinary fitness centre. The location is a departure from the fitness centre formula that predicts gyms on busy street corners, fronted by window displays of rows of sweaty urbanites pedaling and running in place. Instead, the centre is located in a small and unassuming former elementary school in the heart of a subdivision in Richmond, and the fitness rooms overlook an idyllic green grass field bordered by trees. In another radical departure from the average gym's floor plan, a good chunk of the centre's real estate is occupied by a large, professionally-equipped teaching kitchen, with room for small groups to learn how to cook healthy meals. Got a question about nutrition? Ask the professional dietician who works at the Garratt Wellness Centre alongside a legion of other health and recreation professionals. What other fitness centre roster includes a physiotherapist, music therapist, respiratory physical activity leader and a host of community nurses? This is definitely not run-of-the mill fitness centre fare – so if not a gym, what exactly is the Garratt Wellness Centre?

The Garratt Wellness Centre is a “one stop shop” for people of all ages living with chronic health conditions like diabetes and heart disease. It provides a “seamless continuum of service from diagnosis to self-management”, explains Alison Dennis of the City of Richmond. The idea was to move diabetes and cardiac Exercise program and education services into the community where people live, so that they are accessible on a daily basis.

The Centre is a multifaceted and precedent-setting partnership between two usually distinct spheres of government and the community. The Vancouver Coastal Health Authority (Richmond Health Services), a part of the provincial government's health domain, administers day-to-day operations, while the City of Richmond, a municipal government, provides the building and all the specialized physical activity programs. Community stakeholders such as the Canadian Diabetes Association, University of Victoria Centre for Aging, and local neighbourhood residents have joined the two primary partners on the Steering Committee to provide programming input and feedback. Using the expanded chronic care model as a starting point to advance the vision of making Richmond “the healthiest city in Canada”, the partners leveraged support from the BC's Ministry of Health's Transition Fund to open the Garratt Wellness Centre doors in September 2004.

“We’re focusing on pulling programs together that will support people with skill development around managing or preventing chronic disease,” explains Barb Leslie, the centre’s Project Coordinator. To that end, the centre offers a Heart Wellness Program and a Diabetes Physical Activity and Education Program, both of which incorporate education segments into each exercise class. The goal is to encourage regular exercise while supporting participants in becoming informed, educated and activated in self-managing their chronic disease. Participants develop skills and resources to better manage their health. In the case of the diabetes group, participants measure their blood sugar before and after class, track their eating and exercise habits more closely, actively participate in health decisions with their physicians and healthcare providers and develop networks of support in their community.

In a very short time, the centre has had a significant impact on the lives of its members. “From a practitioner’s perspective, we’re definitely seeing functional improvements,” says Alison Dennis. “People are increasing their quality of life, length of life, and the length of time they’re living independent lives.” Instructor Margaret Dragu agrees. “When you talk to people, you’re going to hear dramatic stories of weight loss and decreases in the use of medications.”

The stories of group members prove her point. The seemingly ordinary people diligently working out on the treadmills, stationary bikes and exercise maps have surmounted the most extraordinary health hurdles: heart attacks, multiple critical surgeries including bypasses and pacemakers, diabetes, kidney failure, and coexisting chronic conditions. Inspirational stories of survival and improved health abound.

Alfred is seventy-five years old and became a member of the Heart Wellness group after having a valve replacement and receiving a pacemaker. Since joining the group, he’s exercising regularly, watching his diet very closely and says “I’ve got more energy.” Bill Pruden has congestive heart failure and diabetes, and since becoming a regular at the Garratt Wellness Centre, has lost an astonishing eighty pounds, reducing his weight from a starting point of 320 pounds to his current weight of 240 pounds. Their families – and their doctors – are delighted with the gains made. It is a story of “life or death,” says Antonio, age seventy-one, “I wanted to live. Hallelujah!”

And then there is Pamela J., who joined the Diabetes exercise group in April 2005, at the age of seventy-seven. Administrators, group members and instructors alike buzz with enthusiasm when talking about the famed Pamela J. “Have you talked to P.J.? You really have to talk to P.J.”

While the people around her are astonished by her gains, Pamela J. is modest. “Well that’s very nice,” she says of the accolades. “But I don’t see what is so amazing. For the first few sessions, I stood on the treadmill looking out the window. It wasn’t even turned on.” Margaret, the instructor, encouraged her to use the treadmill, but “There was no damn way!” exclaims Pamela

J. “My legs don’t work well, you see, so I would watch the other treadmill belts moving and be simply terrified.”

“I made it to the point where I stood on the treadmill, with my legs on each side of the belt while it moved very, very slowly. And that was being very brave. One day, I got extraordinarily brave, put my feet very gently on the moving treadmill, and started walking. I then got it going just a smidgen faster. When I finished, I thought wow! that was something.”

“A few sessions later, I was walking for more than ten minutes at a very fast pace. And this was amazing, you see, because my legs don’t work very well. The treadmill forced my legs backward and forward, and as a result, I was soon able to walk a fair distance and go shopping with my walker, when previously I was using my scooter.”

If that achievement was not stunning enough, Pamela J. also saw a dramatic drop in her blood sugar levels. Before most classes, her sugar levels would be between ten and twelve (the target range is less than seven). After exercising in class, her blood sugar levels usually drop three to four points.

There is also the social benefit. “I haven’t missed a day in a year,” says Bill Pruden of the Heart Wellness Group. “I enjoy coming here...the people here keep me motivated,” says Lorne Laukkonen, who joined the Diabetes group this year. David, who is part of the Diabetes group, agrees. “I wouldn’t have done it on my own. The group keeps me accountable, and I really like everyone here. The group and the instructors are really great.” Pamela J. also enjoys the Diabetes group just as much as the group enjoys her. “I sing, I lark about, and flirt outrageously with the men.”

While a formal evaluation of the Garratt Wellness Centre is currently underway, the overwhelmingly positive feedback from participants and physicians is one of the ways that coordinator Barb Leslie measures the centre’s success. “Participants are encouraging new participants to join or referring them to other services at the centre. One will say to the other: have you seen the dietician? Let’s go ask her that question. Or they’ll refer people they know into the programs. From a business perspective, building good word-of-mouth referrals is the best measure of success.”

Members of the Garratt Wellness Centre agree. They are so convinced of the benefits of its programs that despite one member, Norman, jokingly describing the stretching class as “absolute abject agony” (“I’m just not built to bend that way,” he explains), the Diabetes group is pushing the centre to add a third fitness and education session each week.

The demand for ‘more’ is yet another indicator that the Garratt Wellness Centre is a unique health service model successfully inspiring improved health outcomes. After all, how many of us leave our fitness centres – if we use them at all – wanting and lobbying for more time there?

Licence to Occupy

AGREEMENT dated the 15th day of August, 2006, at the City of Richmond, in the Province of British Columbia,

BETWEEN:

CITY OF RICHMOND
6911 No. 3 Road
Richmond BC V6Y 2C1

(the "City")

AND:

VANCOUVER COASTAL HEALTH AUTHORITY
7000 Westminster Highway
Richmond, BC V6X 1A2

(the "Authority")

WHEREAS:

- A. The City is the owner of property located at 7504 Chelsea Place, Richmond, BC, more particularly described below;
- B. The City wishes to use the property and buildings thereon as a Community Wellness Centre;
- C. The Authority requires a space and other facilities to operate a Community Wellness Centre;
- D. The City wishes the Authority to provide wellness services to the residents of Richmond.

IN CONSIDERATION OF THE FOLLOWING MUTUAL COVENANTS, THE PARTIES AGREE AS FOLLOWS:

1. USE OF THE COMMUNITY WELLNESS CENTRE

- (a) The City agrees to permit the Authority to occupy and use 7504 Chelsea Place,
Parcel Identifier: 013-096-656
Parcel "J" (Reference Plan 16878) Section 18 Block 4 North Range 6 West New
Westminster District

(the "Community Wellness Centre").
- (b) This Licence transfers no interest in real property to the Authority.

2. LICENCE FEE

The Authority shall pay a licence fee of \$1.00 per year to the City, the receipt of which is hereby acknowledged.

3. MANAGEMENT OF THE COMMUNITY WELLNESS CENTRE

- (a) The Authority shall provide the necessary supervisory staff for the Community Wellness Centre at its own expense.
- (b) The Authority shall use its best efforts to ensure that the Community Wellness Centre is utilized to the maximum extent possible, and is available for suitable community use at cost if space and time are available.
- (c) The Authority shall conduct its business and operations within the Community Wellness Centre in compliance with all applicable federal, provincial and municipal laws, bylaws, regulations and permits.

4. MAINTENANCE EXPENSES

- (a) The parties are responsible for maintenance expenses associated with operating the Community Wellness Centre as set out in Schedule A which is attached to and forms part of this Agreement.
- (b) For the purposes of this Agreement, maintenance is limited to repairing or replacing pre-existing items or equipment which are part of the base building or building system. The following are considered to be base building or base building systems:

Wall systems	Electrical systems
Door systems	Fire and life/safety systems
Window systems	Plumbing systems
Flooring systems	Ceiling systems
Roofing systems	Foundation systems
Mechanical systems	Vertical circulation systems

- (c) The maintenance obligations of the City under this Agreement do not include items that arise out of operational requirements of the Authority.
- (d) The Authority will provide the City's Facilities Management Maintenance and Operations section with copies of inspection reports for Life Safety Systems components per Schedule A on a quarterly basis.

5. ALTERATIONS AND REPLACEMENT

The Authority may make alterations to the Community Wellness Centre at its own expense as it thinks necessary provided that it:

- (a) submits the proposed changes and plans to the City for approval, such approval not to be unreasonably withheld;
- (b) applies for and obtains any and all required building and other permits, such building permit fees and development cost charges to be paid for by the City;
- (c) The Authority shall not make any alterations in the structure, plan or partitioning of the Community Wellness Centre nor install any plumbing, piping, wiring, or heating apparatus without the written permission of the City, or its agents, first had and obtained. Prior to obtaining permission from the City, any planned alterations must have also been reviewed and approved by the City's Facility Management Planning and Construction section. At the end or sooner determination of the term, the Authority will restore the Community Wellness Centre to its present condition by removing all items erected by the Authority such as equipment, brick oven, furniture and fixtures, shelving, partitioning, and appliances (alterations in the structure or installation of plumbing, piping wiring, or heating apparatus excepted) if called upon to do so by the City. Otherwise all repairs, alteration, installation and additions made by the Authority upon the Community Wellness Centre, except gas and electric fixtures and moveable business fixtures, shall be the property of the City or shall be considered in all respects as part of the Community Wellness Centre, EXCEPT, at the sole option of the City, the City may demand that the Authority remove any or all of the Authority's work.
- (d) The Authority shall not bring machinery or other heavy articles, upon the site of the Community Wellness Centre without the consent of the City in writing first had and obtained, and will immediately make good any damage done to any part of the Community Wellness Centre to the satisfaction of the City.
- (e) The City may enter the Community Wellness Centre at any time in the event of an emergency.

6. DESTRUCTION/DAMAGE

If the Community Wellness Centre is damaged or destroyed by any cause whatsoever such that it is no longer fit for the purposes of the Authority, or that it is not cost effective to repair, the City will not incur any, what it considers to be major capital expenses in relation to the building and further, the City shall not be responsible for providing the Authority with alternate accommodation for the Community Wellness Centre; the City may, in the event of damage or destruction of the Community Wellness Centre give the Authority ninety (90) days to vacate the Centre and is not liable for any compensation to the Authority.

7. INSURANCE

- (a) The Authority shall, at its own expense, carry and keep in force during the term of this Agreement general liability insurance with a limit of not less than FIVE MILLION (\$5,000,000.00) DOLLARS and all risks property insurance for the contents and improvements of the Community Wellness Centre, owned by the Authority. The insurance policies shall be endorsed to add the City as an additional insured and contain provisions for cross liability or severability of interest as between the Authority and the City. The Authority shall provide the City with copies of the certificates of insurance. The Authority is responsible for paying any applicable deductible on these insurance policies.
- (b) The City shall carry and keep in force insurance covering fire and extended perils in an amount equal to the full insurable replacement value of the Community Wellness Centre and general liability insurance with a limit of not less than FIVE MILLION (\$5,000,000.00) DOLLARS, and provide the Authority with proof of such insurance upon request. The City shall pay any applicable deductible on this insurance policy.

8. INDEMNITY

- (a) The Authority shall indemnify and hold harmless the City from and against all claims, demands, losses, costs, or damages for bodily injury, death, property damage, breach of contract, or other loss arising out of or in connection with this Agreement and attributable to the negligence of the Authority, its servants, employees, or agents.
- (b) The Authority shall indemnify and hold harmless the City from and against any and all claims, including builder's lien claims, arising out of work contracted for by the Authority, save and except claims arising any act or omission by the City, or any agent, assignee, invitee, or licensee of the City.
- (c) The indemnity provided herein shall survive the expiry or sooner termination of this Agreement.

9. TERM

This Agreement shall be for a term of 5 years, commencing August 15, 2006, with the option to renew.

10. TERMINATION

- (a) The Authority may terminate this Agreement upon giving the City six (6) months written notice.
- (b) The City may terminate this Agreement upon giving the Authority six (6) month's written notice.

- (c) In the event that this Agreement is terminated for any reason:
 - (i) the City and the Authority shall jointly prepare a list of responsibilities with respect to winding up the Authority's operation of the Community Wellness Centre;
 - (ii) the Authority shall continue to operate the Community Wellness Centre up to and including the termination date of the Agreement;
 - (iii) the Authority shall remove from the Community Wellness Centre the furnishings owned by the Authority within fourteen (14) days after the termination date; and
 - (iv) the Authority shall leave the Community Wellness Centre, in the same condition as they found it, saving ordinary wear and tear, to the satisfaction of the City.

11. BREACH

- (a) In the event that the Authority breaches this Agreement, the City shall notify the Authority of the breach and the Authority shall remedy the problem within fifteen (15) days of the date of the notice, failing which the City may:
 - (i) correct the problem and the Authority shall reimburse the City for the costs incurred therefor; and/or
 - (ii) order the Authority to vacate the Community Wellness Centre within seven (7) days.
- (b) In the event that the City breaches this Agreement, the Authority shall notify the City of the breach and the City shall remedy the problem within fifteen (15) days of the date of the notice, failing which the Authority may correct the problem and the City shall reimburse the Authority for the costs incurred thereof.

12. ASSIGNMENT

This agreement cannot be transferred or assigned.

13. NOTICE

All notices shall be sufficiently given if made in writing and mailed by ordinary post to the addresses set out on the first page of this Agreement.

14. ENTIRE AGREEMENT

This agreement constitutes the entire agreement between the Authority and the City and there are no covenants, representations, warranties, agreements or conditions expressed or implied, collateral or otherwise forming part of or in any way affecting or relating to this agreement, save as expressly set out in this Agreement.

15. GENERAL

- (a) This Agreement may be amended upon mutual consent and all amendments shall be in writing and executed by both parties.
- (b) This agreement shall be interpreted, construed and enforced in accordance with the laws of the Province of British Columbia.
- (c) This Agreement shall ensure to the benefit of and be binding upon the respective heirs, executors, administrators and assigns of the parties.
- (d) Both parties shall work to successfully implement the spirit and intent of this agreement.
- (e) In the event of any dispute arising as to the interpretation or enforcement of any portion of this Agreement, the Authority and the City shall first attempt to resolve the dispute among themselves. If no resolution is reached within seven (7) days of the dispute arising, or such longer time as may be mutually agreed, they shall submit the dispute to mediation by a qualified mediator in British Columbia. If no mediated resolution is reached within sixty (60) days of submitting the dispute to mediation, the dispute shall be submitted to arbitration in accordance with the Commercial Arbitration Act.

IN WITNESS WHEREOF the parties have executed this Agreement as of the day and year first above written.

The Corporate Seal of the)

2018722

2280-20-140

SCHEDULE A
DIVISION OF RESPONSIBILITY FOR MAINTENANCE EXPENSES

GARRATT ANNEX
CHART OF SERVICES

(A) Item	(B) Cost Borne by City	(C) Cost Borne by Authority
BUILDING EXTERIOR		
Painting Cyclical	X	
Graffiti Removal	X	
Glazing Cleaning		X
Glazing Repair	X	
Glazing Breakage/Replacement	50%	50%
Signage		X
Roof Maintenance Annual	X	
Roof Repair/Replacement	X	
Gutter Cleaning Annual	X	
Sidewalk Cleaning		X
Snow Removal		X
Sidewalk Repair	X	
Landscape/Gardening (Park)	X	
Site Cleaning/Maintenance around facility and parking lot		X
Sewer/Main Service	X	
Water/Main Service	X	
Door Maintenance	X	
Door Replacement	X	
BUILDING INTERIOR		
Lamp Replacement		X
Ballast Replacement		X
Panels/Breakers	X	
Main Electrical System	X	
Flooring Maintenance		X
Flooring Cyclical Replacement	X	
Painting Cyclical		X
Plumbing Fixture Maintenance and Repair		X
Plumbing System	X	
Back Flow Preventor	X	
Phone System		X
Data System		X
Signage		X
JANITORIAL/SANI CONTROL		
Supplies		X
Service		X
Equipment		X
Window Cleaning		X
Garbage Removal/Pick up		X
DOORS/LOCKS/HARDWARE		
Key Cutting Operational		X

2018722

2280-20-140

**GARRATT ANNEX
CHART OF SERVICES**

(A) Item	(B) Cost Borne by City	(C) Cost Borne by Authority
Key Cutting Maintenance	X	
Hardware Maintenance	X	
Lock Maintenance	X	
BUILDING STRUCTURAL		
Support Walls	X	
Roof Repairs	X	
Roof Replacement	X	
Foundation	X	
HVAC		
Quarterly Preventive Maintenance	X	
Component Replacement	X	
Maintenance	X	
LIFE SAFETY EQUIPMENT		
Fire Alarm:Annual Component Test		X
Fire Alarm:Repairs/Component Replacement	X	
Fire Alarm Replacement (Equipment Failure)	X	
Emergency Lights Maintenance Monthly		X
Fire Extinguisher Maintenance Annual		X
Fire Extinguisher Replacement	X	
Emergency Lights Maintenance		X
Exit Fixture Lamp Replacement		X
System Monitoring Fee		X
SECURITY SYSTEM		
Maintenance	X	
System Monitoring Fee		X
UTILITIES		
Electricity		X
Gas		X
Sewer		X
Water		X
Taxes (if applicable)		X
MISCELLANEOUS		
Building Fire	X	
Building Liability	X	
Tenant Contents		X
Tenant Liability		X

END OF DOCUMENT