



Community and Health Services Department
Housing York Inc.

Memorandum

To: Members of the Housing York Inc. Board of Directors

From: Rick Farrell
General Manager

Date: November 3, 2016

Re: **Single Elevator Upgrades**

Elevators require upgrades to continue to provide reliable service

Housing York Inc. (Housing York) has a total of 45 elevators located at 27 properties. Like other building components, elevators require rehabilitation in order to maximize their service life as well as continue to provide reliable service. With proper preventative maintenance and scheduled repair, elevators typically last approximately 30 years before they need to be rehabilitated or upgraded. Upgrades typically include:

- Cab interior and exterior finishes
- Controls, tracking and safety systems
- Hydraulic tanks, compressors, cylinders and motors
- Cable hoist, cables and motors

Nine buildings have a single elevator, five of which will require upgrades in the next ten years

Of the 27 Housing York properties, nine of them have a single elevator. Each of these locations are senior's buildings that are four storeys or less. Within the next ten years, five of nine Housing York sites that have a single elevator are planned for an upgrade. Sites that have two or more elevators will have minimal impact on tenants as work will be staged to ensure that tenants have access to an elevator at all times.

Table 1 indicates the locations with single elevators and their forecasted upgrade year.

Table 1
Single Elevator Upgrade

Property	Above Grade Floors	Number of Units	Type	Planned Upgrade
Evergreen Terrace, 75 Dunlop Street, Richmond Hill	4	56	Seniors	2016
Fairy Lake Gardens, 474 Eagle Street, Newmarket	4	56	Seniors	2016
Northview Court, 39 North Street, Georgina	2	32	Seniors	2017
Oxford Village, 84 Oakridge Court, East Gwillimbury	3	36	Seniors	2020
Nobleview Pines, 48 Wilson Road, Nobleton	2	26	Seniors	2022
Elmwood Gardens, 325 Elm Road, Stouffville	3	51	Seniors	2030
Northview Court, 37 North Street, Georgina	4	40	Seniors	2035
Pineview Terrace, 190 Church Street, Georgina	4	49	Seniors	2037
Belinda's Place, 16580 Yonge Street, Newmarket	3	37	Emergency	2045

Tenant engagement and feedback to determine the level of assistance required is a key component of planning

For any work that is completed, Housing York looks to minimize disruption to tenants. This is particularly important when undertaking elevator upgrades to sites with only one elevator. As part of the planning process, tenants are engaged with onsite information sessions. Staff provide an overall scope of work, discuss concerns and answer questions. Tenants and staff work together to determine the supports required during the elevator shut down, including:

- Support workers on site to assist with using the stairs and carrying items such as laundry and groceries. The support workers are scheduled at specific times of day based on tenant input
- Temporary seating is made available at each landing between floors to provide a rest area for tenants
- Identify tenants who have particular needs (i.e. mobility device) and then meet individuals to develop a plan for assistance

Tenant meetings are followed up by notices that provide details about the project including area of work, length of shutdown, potential impact to residents and contact information for staff.

Tenants will often stock up on groceries and other personal needs to minimize the times required to leave the building. At times, some tenants also choose to leave their unit to spend time with other family members during the shutdown.

Staff and tenants have worked together successfully in the past when upgrading a single elevator

To date, Housing York has successfully completed elevator upgrades with minimal impact to tenants.

In 2011, an elevator upgrade at the Evergreen Terrace facility was successfully completed. Work consisted of replacing the hydraulic cylinder. This work required the single elevator to be out of service for two weeks. Tenants received advanced notice of the disruption through posted notices and onsite meetings and were able to plan for the event. A Personal Support Worker was stationed in the lounge at the site from 10:00 a.m. to 2:00 p.m. and again from 4:00 p.m. until 8:00 p.m. Tenants who required assistance could call the Personal Support Worker who would assist walking up and down stairs and also carry items such as groceries and laundry. Seating was installed on landings between floors to provide rest areas. There were no reported incidents or issues during this elevator upgrade.

Housing York also notifies the Fire Department, Paramedic Services and the Police of the dates that the elevator will be out of service prior to the commencement of work.

The elevator out of service does not impact fire safety plans as in the event of a fire the residents are instructed not to use the elevator.

Addition of a second elevator is costly and is generally best considered when expanding an existing property

For some sites with only one elevator, there may be the opportunity to install a second elevator or install a temporary elevator during an upgrade. Preliminary investigation into these options indicates a cost range of \$150,000 to \$200,000 per site for a second permanent elevator and a cost range of \$40,000 to \$50,000 for a temporary elevator at each site. A temporary elevator will require extensive building modifications including preparation and reinstatement of the area designated to receive the new elevator, removal of windows at landings to create new elevator entrances at each floor level and an assessment of electrical load and wiring/controls needed to accommodate a second temporary elevator.

Some sites will have limitations due to the design of the existing foyer/landings or exterior access issues that will preclude them from the option of installing a temporary elevator.

Five sites with one elevator are scheduled for upgrades over the next ten years. Evergreen Terrace and Fairy Lake elevator upgrades are scheduled to start November 2016. The second elevator option is not justified at these two buildings as work will be completed before the end of the year.

Northview Court is a two-storey site and the impact to tenants during an elevator shutdown would be minimal. The cost to construct a second elevator is difficult to substantiate as this building only services 16 suites. Oxford Village is a three-storey site however there are only 11 suites on the third floor. The second elevator would be similar for this site.

The best opportunity to install a second elevator is when Housing York expands a building to add additional units. Nobleview Pines would be a suitable fit for this option as there is sufficient land to accommodate an expansion. Elevator upgrade plans are reviewed in conjunction with expansion plans in order to perform elevator upgrades after an expansion and add a second elevator when feasible.

Rick Farrell
General Manager

RF/jb

#6979691