

Bank of Montreal

Module	Site	Building	Characteristic	Sub-Characteristic	Question Title	Question Description	Criteria	Recurrence	Month	Next/Current Instance	Assigned User	Affects Compliance
ENcheck	Barrie - 50 Reid Drive - Barrie Computer Centre		Aboveground Storage Tanks	Property Managed		<p>Are you aware that a diesel fuel spill and/or release from an aboveground storage tank system (including re-fueling or delivery) may be subject to the Ontario Ministry of the Environment, Conservation and Parks (MOECP) reporting requirements?</p> <p>The MOECP's Spills Action Centre (1-800-268-6060 or 416-325-3000) must be notified of any petroleum product spill and/or release from an aboveground storage tank that escapes from the property and causes or may cause one of the following:</p> <ul style="list-style-type: none"> - impairment to the quality of the natural environment (air, water, or land) - injury or damage to property or animal life - adverse health effects - safety risk - rendering property, plant, or animal life unfit for use - loss of enjoyment of normal use of property - interference with the normal conduct of business <p>If unsure whether the spill or release has caused an adverse effect it should still be reported. Please note that this is a general awareness question aimed to inform the user of the RiskCheck interactive system in the unlikely event a fuel spill and/or leak does occur. Please click Complete if you understand the intent of this question.</p>	O.Reg 675/98 (1), EPA, RSO 1990 c. E.19 (1)	Annually	June	June 2019	Mat Dionne	Yes
ENcheck	Barrie - 50 Reid Drive - Barrie Computer Centre		Aboveground Storage Tanks	Property Managed		As a best management practice, has the spill control procedure prepared for the facility been reviewed at least once a year to ensure all information contained within is up to date?	BMP (1)	Annually	June	June 2019	Mat Dionne	No
ENcheck	Barrie - 50 Reid Drive - Barrie Computer Centre		Aboveground Storage Tanks	Property Managed		<p>Are the aboveground storage tank systems, which can include, pipelines, pumps and secondary containment, visually inspected or otherwise monitored for any abnormal conditions on a regular basis?</p> <p>The aboveground storage tank and ancillary equipment (i.e. pipes, pumps etc.) located on-site require inspection for signs of leaks, damage and/or other abnormal conditions (please provide comments of any deficiencies found and corrective actions taken).</p>	O. Reg. 213/07 (1)	Monthly	N/A	November 2019	Mat Dionne	Yes
ENcheck	Barrie - 50 Reid Drive - Barrie Computer Centre		Aboveground Storage Tanks	Property Managed		<p>Has the sealed concrete block containment for the 11,034 L aboveground diesel fuel storage tank in the boiler day tank room been visually inspected for any abnormal conditions, including cracks and discolouration?</p> <p>As part of the inspection please ensure that no materials or other objects, including liquids, are stored within the contained space of the concrete block enclosure.</p>	O. Reg. 213/07 (1)	Annually	June	June 2019	Mat Dionne	Yes
ENcheck	Barrie - 50 Reid Drive - Barrie Computer Centre		Aboveground Storage Tanks	Property Managed		As a best management practice, as part of the overall spills control procedure, do site personnel supervise delivery of fuel at the fill station for the main aboveground storage tanks to ensure no problems during delivery.	BMP (1)	Annually	October	October 2019	Mat Dionne	No
ENcheck	Barrie - 50 Reid Drive - Barrie Computer Centre		Aboveground Storage Tanks	Spills Management		Have adequate supplies of spill response equipment (i.e. absorbent, spill kits, PPE) used for cleaning up small spills and/or leaks been provided, maintained, and stored at and/or within close proximity to the rooms or areas housing the aboveground storage tanks.		Annually	October	October 2019	Mat Dionne	No

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ENcheck	Barrie - 50 Reid Drive - Barrie Computer Centre		Air Emissions	Combustion Equipment		Are all combustion equipment located on-site (such as boilers, standby generators, HVACs) maintained and serviced to ensure good working condition? Please ensure all inspection records are retained on-site and provide comments of any deficiencies found and corrective actions taken.	O. Reg. 220/01 (1), RSO 1990, c. E.19 (1), O. Reg. 213/07 (1), O. Reg. 463/10 (1)	Annually	November	November 2019	Mat Dionne	Yes
ENcheck	Barrie - 50 Reid Drive - Barrie Computer Centre		Chemicals	Container Storage		As a best management practice, are all stored chemical containers and/or plastic feed tanks routinely inspected for signs of abnormal conditions such as leakage or disrepair? If identified, are such containers repaired or discarded in accordance with waste regulations? Please add a comment and describe any abnormal site conditions if applicable.	BMP (1)	Quarterly	January, April, July, October	October 2019	Mat Dionne	No
ENcheck	Barrie - 50 Reid Drive - Barrie Computer Centre		Chemicals	Container Storage		As a best management practice, have building maintenance chemicals been kept tightly closed and stored/decanted away from floor drains that are connected to sewers? Unless secondary spill protection measures are provided, ensure chemicals are stored a safe distance away to minimize the potential of a spill from reaching the nearest floor drain.	BMP (1)	Annually	January	January 2019	Mat Dionne	No
ENcheck	Barrie - 50 Reid Drive - Barrie Computer Centre		Chemicals	Flammable and Combustible Products		Are corrosive, flammable, and/or combustible chemicals stored in a cool, dry, well ventilated area, out of direct sunlight and away from heat sources and incompatible materials such as oxidizing materials, reducing materials and strong bases? Note that vapour levels within a sealed container can build up if the container is stored in direct sunlight or other heat sources. The build up of vapour leads to an increase of pressure within the container, and could cause the container to rupture.	NFC (1)	Annually	January	January 2019	Mat Dionne	Yes
ENcheck	Barrie - 50 Reid Drive - Barrie Computer Centre		Chemicals	Inspection		Are all incoming containers of controlled products inspected to ensure that they are undamaged, properly labelled, and have current Safety Data Sheet documentation?	O.Reg. 860 (1)	Annually	January	January 2019	Mat Dionne	Yes
ENcheck	Barrie - 50 Reid Drive - Barrie Computer Centre		Chemicals	Spills Reporting		Are you aware that any chemical spill or release (i.e. oil, glycol, gasoline fuel, water treatment etc.) that escapes the property and/or causes an adverse effect must be reported to the Ministry of the Environment, Conservation and Parks (MOECP)? The MOECP's Spills Action Centre (1-800-268-6060 or 416-325-3000) must be notified as soon as possible of any chemical spill and/or release that escapes from the property and causes or may cause one of the following: - impairment to the quality of the natural environment (air, water, or land) - injury or damage to property or animal life - adverse health effects - safety risk - rendering property, plant, or animal life unfit for use - loss of enjoyment of normal use of property - interference with the normal conduct of business	EPA, RSO 1990 c. E.19 (1), O.Reg 675/98 (1)	Annually	January	January 2019	Mat Dionne	Yes
ENcheck	Barrie - 50 Reid Drive - Barrie Computer Centre		Contractor Records	Record Keeping		As a best management practice, are copies of all contractor records regarding servicing and testing of base building heating, cooling, and power system equipment been retained and readily available for review?	BMP (1)	Annually	December	December 2018	Mat Dionne	No

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ENcheck	Barrie - 50 Reid Drive - Barrie Computer Centre		Environmental Incident	Record Keeping		As a best management practice, does property management investigate and keep records with respect to each environmental incident at the property that includes analysis of what caused the incident and how the incident can be prevented from reoccurring?	BMP (1)	Annually	December	December 2018	Mat Dionne	No
ENcheck	Barrie - 50 Reid Drive - Barrie Computer Centre		Environmental Training	Spills Training		As a best management practice, are all property management employees provided basic training with respect to environmental matters (e.g. what to do if an employee observes a spill)? Records should be kept with respect to currency and adequacy of the training provided such that property management can track and update the training as needed.	BMP (1)	Annually	December	December 2018	Mat Dionne	No
ENcheck	Barrie - 50 Reid Drive - Barrie Computer Centre		Hazardous Substances	Survey		Are surveys for the presence of Designated Substances undertaken prior to demolition, renovation, or construction work? The Owner is required to determine the presence of Designated Substances as per Section 30 of the Ontario Occupational Health and Safety Act.	OSHA, RSO 1990 (1)	Annually	March	March 2019	Mat Dionne	Yes
ENcheck	Barrie - 50 Reid Drive - Barrie Computer Centre		Indoor Air Quality	Notification		As a best management practice, have tenants or occupants been notified of upcoming building maintenance activities such as renovation work that will impact indoor air quality?	BMP (1)	Annually	April	April 2019	Mat Dionne	No
ENcheck	Barrie - 50 Reid Drive - Barrie Computer Centre		Indoor Air Quality	Record Keeping		As a best management practice, have all indoor air quality documents been kept on file for due diligence purposes? Indoor air quality documents may include test results, tenant communication documents, copies of maintenance or repair records, etc.	BMP (1)	Annually	April	April 2019	Mat Dionne	No
ENcheck	Barrie - 50 Reid Drive - Barrie Computer Centre		Indoor Air Quality	Testing		Are indoor temperature, carbon dioxide, and humidity levels maintained within acceptable comfort ranges, as far as is practicable? As a best management practice, periodic testing should be done to ensure consistent comfort ranges and any complaints from workers, tenants and visitors should be addressed. RiskCheck asks that you provide detailed information in the comments section.	BMP (1)	Annually	April	April 2019	Mat Dionne	No
ENcheck	Barrie - 50 Reid Drive - Barrie Computer Centre		Lead	Batteries		As a best management practice, are lead-acid battery packs used for base-building equipment (such as the standby generator, communication systems etc.) visually inspected for signs of any obvious abnormal conditions such as leakage or disrepair? Please provide comments of any deficiencies found and corrective actions taken before completing the question.	BMP (1)	Annually	April	April 2019	Mat Dionne	No
ENcheck	Barrie - 50 Reid Drive - Barrie Computer Centre		Mould	Mould Growth		As a best management practice, have all documentation regarding mould related work been kept on file for due diligence purposes?	BMP (1)	Annually	April	April 2019	Mat Dionne	No

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ENcheck	Barrie - 50 Reid Drive - Barrie Computer Centre		Mould	Mould Growth		Are regular building inspections conducted for signs of mould growth, water ingress and moisture issues? (please provide comments of any concerns and corrective actions taken) This includes periodically inspecting damp areas such as sprinkler rooms and basement areas, or parts of the building prone to flooding or leaks. Any deficiencies found should be immediately corrected.	OH&S Act (1)	Quarterly	January, April, July, October	October 2019	Mat Dionne	Yes
ENcheck	Barrie - 50 Reid Drive - Barrie Computer Centre		Mould	Training		As a best management practice, are employees provided with mould awareness training and informed of the steps to take if signs of mould growth are encountered in the building?	BMP (1)	Annually	January	January 2019	Mat Dionne	No
ENcheck	Barrie - 50 Reid Drive - Barrie Computer Centre		Oil Reservoirs	Hydraulic Oil Reservoirs		As a best management practice, are all hydraulic oil reservoirs associated with fluid power applications and/or lifting devices routinely inspected for signs of abnormal conditions such as leakage and disrepair? (hydraulic reservoirs can be associated with trash compactors, elevators, dock levellers, etc.)	BMP (1)	Quarterly	March, June, September, December	September 2019	Mat Dionne	No
ENcheck	Barrie - 50 Reid Drive - Barrie Computer Centre		Oil Reservoirs	Hydraulic Oil Reservoirs		Has an Oil Loss Monitoring (OLM) been developed and implemented for any hydraulic elevator system associated with a buried or in-ground cylinder onsite?	O. Reg. 209/01 (1)	Annually	March	March 2019	Mat Dionne	Yes
ENcheck	Barrie - 50 Reid Drive - Barrie Computer Centre		Oil Reservoirs	Transformers		As a best management practice, are the four oil-filled transformers located at CUB periodically inspected to ensure they are not showing signs of staining or leaking? Please ensure any deficiencies are rectified as soon as possible. Please provide comments of any deficiencies found and corrective actions taken before completing the question.	BMP (1)	Annually	January	January 2019	Mat Dionne	No
ENcheck	Barrie - 50 Reid Drive - Barrie Computer Centre		Refrigerants	Record Keeping		Has a copy of the contractor's logs, notices, records and reports for the building cooling systems been kept onsite and have been retained for at least five years?	O. Reg. 463/10 (1)	Annually	May	May 2019	Mat Dionne	Yes
ENcheck	Barrie - 50 Reid Drive - Barrie Computer Centre		Refrigerants	Refrigerant Management		Has base-building cooling equipment, under the responsibility of the property management, been maintained and serviced by certified technicians or contractors with annual leak testing completed as required? NOTE: Any refrigeration equipment with a refrigeration capacity equal to or greater than of 19 kW (5.4 tons = 64,828 BTU/hr = 25.5 hp) or more must be leaked tested once a year. Please provide comments of any deficiencies found and corrective actions taken before completing the question.	O. Reg. 463/10 (1)	Annually	May	May 2019	Mat Dionne	Yes
ENcheck	Barrie - 50 Reid Drive - Barrie Computer Centre		Refrigerants	Refrigerant Management		Has refrigerant, either ozone or non-ozone depleting, been recovered from a piece of equipment by a licenced contractor prior to decommissioning?	O. Reg. 463/10 (1)	Annually	May	May 2019	Mat Dionne	Yes

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ENcheck	Barrie - 50 Reid Drive - Barrie Computer Centre		Refrigerants	Reporting Requirement		Are you aware that the Ontario Ministry of the Environment, Conservation and Parks (MOECP) must be notified in the event of a discharge/release of 100 kg (or more) of refrigerant? Note this is a general awareness question aimed to inform the user of the RiskCheck interactive system in the unlikely event a discharge/release does occur. Please click Complete if you understand the intent of this question. If a certified technician or other service personnel caused the release of a 100 kg or more of refrigerant, they should contact the Spills Action Centre (1-800-268-6060) of the MOECP. - Refrigerant means any liquid or gas used in refrigeration equipment and containing either chlorofluorocarbon (CFC), hydrochlorofluorocarbon (HCFC) and/or hydrofluorocarbon (HFC) substances.	O. Reg. 463/10 (1)	Annually	May	May 2019	Mat Dionne	Yes
ENcheck	Barrie - 50 Reid Drive - Barrie Computer Centre		Site Management	RC ERA		Have you received and reviewed a copy of this year's Annual Environmental Risk Assessment (ERA) Report? (If you have any questions about the report please contact your RiskCheck Consultant or Technical Support).	Program Requirement (1)	Every 2 years	May	May 2019	Mat Dionne	No
ENcheck	Barrie - 50 Reid Drive - Barrie Computer Centre		Spills Management	Fuel Supplier		As a best management practice, does property management verify that the chemical or fuel delivery companies have environmental liability insurance in the event of an at-fault leak or spill?	BMP (1)	Annually	October	October 2019	Mat Dionne	No
ENcheck	Barrie - 50 Reid Drive - Barrie Computer Centre		Spills Management	Spill Kits		As a best management practice, have adequate supplies of spill response equipment (i.e. absorbent, spill kits, PPE) used for cleaning up small spills and/or leaks been provided, maintained, and stored at and/or in close proximity to chemical storage areas ?	BMP (1)	Annually	January	January 2019	Mat Dionne	No
ENcheck	Barrie - 50 Reid Drive - Barrie Computer Centre		Underground Storage Tanks	Property Maintained		Are all electronic or mechanical leak detection equipment for each underground storage tank maintained, tested, and serviced for satisfactory operation as required? (please provide comments of any deficiencies found and corrective actions taken) This shall be done in conformance with the manufacturer's instructions. All records of the inspections and tests should be kept for the life of the underground storage tank.	CSA B139, CAD (1)	Annually	March	March 2019	Mat Dionne	Yes
ENcheck	Barrie - 50 Reid Drive - Barrie Computer Centre		Waste Management	Hazardous		As a best management practice, is property management verifying that contractors (e.g. elevator, generator, refrigerant etc.) are properly disposing of any hazardous wastes they generate as per their service contracts? Please verify with your contractors, by requesting documentation or inspecting the areas they work in for any remaining hazardous waste, that proper disposal methods have been made for the wastes.	BMP (1)	Annually	February	February 2019	Mat Dionne	No
ENcheck	Barrie - 50 Reid Drive - Barrie Computer Centre		Waste Management	Hazardous		Is any hazardous waste generated on-site that is subject to the requirements of Regulation 347 "General - Waste Management" registered with the MOECP's Hazardous Waste Information Network (HWIN) electronic registration system? NOTE: Please provide HWIN # & waste class(es).	O.Reg. 347 (1)	Annually	August	August 2019	Mat Dionne	Yes

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ENcheck	Barrie - 50 Reid Drive - Barrie Computer Centre		Waste Management	Hazardous		Are waste manifests retained and kept on file for a period of 2 years or longer? Please note that Copy 1 (White Copy) of the manifest needs to be sent to the MOECP within 72 hours of any hazardous waste transaction for disposal	O.Reg. 347 (1)	Annually	August	August 2019	Mat Dionne	Yes
ENcheck	Barrie - 50 Reid Drive - Barrie Computer Centre		Waste Management	Hazardous Waste Storage		As a best management practice, have waste containers / waste areas on-site been regularly inspected for abnormal conditions and to ensure that no leaks or spills have occur? (please provide comments on any deficiencies found and corrective actions taken)	BMP (1)	Annually	August	August 2019	Mat Dionne	No
ENcheck	Barrie - 50 Reid Drive - Barrie Computer Centre		Waste Management	Hazardous Waste Storage		As a best management practice, are hazardous waste storage containers stored or grouped with other compatible wastes to avoid chemical interactions that could lead to environmental impairment or fires?	BMP (1)	Annually	August	August 2019	Mat Dionne	No
ENcheck	Barrie - 50 Reid Drive - Barrie Computer Centre		Waste Management	Hazardous Waste Storage		As a best management practice, are containers used for the collection, handling, and storage of hazardous wastes inventoried and adequate for the quantities of anticipated wastes generated on-site?	BMP (1)	Annually	August	August 2019	Mat Dionne	No
ENcheck	Barrie - 50 Reid Drive - Barrie Computer Centre		Waste Management	Source Separation		Has a source separation or recycling program for the facility been implemented? A source separation program should include measures to ensure full occupant use of the program and effective separation of wastes and recyclables. Recyclable materials to be included in a source separation program include: 1. Aluminum food or beverage cans (including cans made primarily of aluminum). 2. Cardboard (corrugated). 3. Fine paper. 4. Glass bottles and jars for food or beverages. 5. Newsprint. 6. Steel food or beverage cans (including cans made primarily of steel).	O.Reg. 103/94 (1)	Annually	February	February 2019	Mat Dionne	Yes
ENcheck	Barrie - 50 Reid Drive - Barrie Computer Centre		Waste Management	Training		Has training been provided to all staff handling hazardous waste at the property? A record of all training sessions and responsibilities of personnel must be kept on-site and made available for inspection.	O.Reg. 347 (1)	Annually	August	August 2019	Mat Dionne	Yes
ENcheck	Barrie - 50 Reid Drive - Barrie Computer Centre		Waste Management	Waste Audit		Has a waste audit and waste reduction plan been reviewed and updated annually and have copies of such audits been retained at the site for at least 5 years?	O.Reg. 102/94 (1)	Annually	February	February 2019	Mat Dionne	Yes

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ENcheck	Barrie - 50 Reid Drive - Barrie Computer Centre		Waste Management	Waste Reduction Work Plan		Is the updated Waste Reduction Work Plan (or summary) posted in places where most employees will see it?	O.Reg. 102/94 (1)	Annually	August	August 2019	Mat Dionne	Yes
ENcheck	Barrie - 50 Reid Drive - Barrie Computer Centre		Water Management	Backflow Prevention		Are all backflow prevention devices under the responsibility of property management tested annually by a qualified contractor?	Municipal by-law (1)	Annually	March	March 2019	Mat Dionne	Yes
ENcheck	Barrie - 50 Reid Drive - Barrie Computer Centre		Water Management	Cooling Tower		As a best management practice, are records in regards to cooling tower operations and maintenance such as a list of inspection dates, cleanings, quality test results and Legionella bacteria outbreaks documented and recorded in a log book?	BMP (1)	Annually	June	June 2019	Mat Dionne	No
ENcheck	Barrie - 50 Reid Drive - Barrie Computer Centre		Water Management	Cooling Tower		As a best management practice, is sump water for the cooling tower maintained at a low temperature (under 20°C, 68°F if practical) to control Legionella bacteria growth? Under ideal conditions, sump-water temperatures in evaporative devices approach the ambient wet-bulb temperature, and may be low enough to limit bacteria amplification. Sump-water temperatures depend on tower design, heat load, flow rate, and ambient dry-bulb and wet-bulb temperatures.	BMP (1)	Annually	June	June 2019	Mat Dionne	No
ENcheck	Barrie - 50 Reid Drive - Barrie Computer Centre		Water Management	Cooling Tower		As a best management practice, is the cooling tower being properly monitored and maintained according to manufacturers' recommendations to prevent a buildup of scale, sediment, and bio-fouling? It is recommended that written operating procedures be developed for the operation and maintenance of the cooling tower system.	BMP (1)	Annually	July	July 2019	Mat Dionne	No
ENcheck	Barrie - 50 Reid Drive - Barrie Computer Centre		Water Management	Cooling Tower		As a best management practice, is the cooling tower basin kept free of organic debris such as cottonwood seed, leaves, insects, pollen, grass, birds and their droppings? If the volume of decomposing organic debris exceeds the chemical dosage's ability to provide control, there is an increased probability of the tower becoming a health and safety hazard such as providing favourable conditions for Legionella bacteria growth.	BMP (1)	Annually	July	July 2019	Mat Dionne	No
ENcheck	Barrie - 50 Reid Drive - Barrie Computer Centre		Water Management	Cooling Tower		As a best management practice, is the cooling tower cleaned and disinfected prior to the initial start-up at the beginning of the cooling season and after shut-down at the end of cooling season?Disinfecting and cleaning should also occur prior to bringing the cooling tower back in service after not being in use for an extended period of time or prior to taking the cooling towers out of service for an extended period of time.	BMP (1)	Semi-Annually	April, October	October 2019	Mat Dionne	No