



Maine Municipal Association
RISK MANAGEMENT SERVICES

June 14, 2022

Lorna Bell, Town Manager
Town of Sangerville
PO Box 188
Sangerville, ME 04479-0188

Re: Property Safety Survey (MR)
Town Hall

Lorna,

MMA Risk Management Services looks forward to working with you to create a safer workplace. As part of that effort, a survey was conducted on June 13, 2022 to identify potential hazards.

The inspection report is attached, please review the all the hazards identified. For your convenience there is a link provided in the body of the email that allows you to update the status of each recommendation. If any hazards require documentation, upload that when you respond. If you have questions on the update process review the Corrective Action Item Tutorial provided to you.

Thank you for your efforts in workplace safety and we look forward to your response. Together we are building safer communities. If you have any questions or concerns please contact me at the telephone number or email address provided below.

Sincerely,

A handwritten signature in black ink that reads 'Justin O. Lowe'.

Senior Loss Control Consultant, COSS
Maine Municipal Association
Phone: (207) 624-0116
Email: JLowe@memun.org

CC: RMS- Underwriting Department
CC: nturcotte@memun.org

Our survey of your operation is to assist you in your loss control efforts. We do not assume responsibility for the discovery or elimination of all hazards that could possibly cause accidents or losses. Recommendations are developed from the conditions observed at the time of the survey and may not include every possible cause of loss. Compliance with these recommendations does not guarantee the fulfillment of your obligation under local, state, or federal law.

Report Summary

Report Name: Property Safety Survey (MR)
Completed for: Town of Sangerville
Inspection Date: June 13, 2022
Location: Town Hall
Contact: Lorna Bell, Town Manager

Scope of Work: The purpose of the LCC survey is to provide a property evaluation at the request of the member.

Findings:

Electrical Safety

Issue Identified **Live parts of electrical equipment were not adequately protected against accidental contact (1910.303)**

Recommendation *Have a qualified electrician make repairs to electrical equipment and/or install tight fitting covers to protect workers against accidental contact with live parts of electric equipment [reference 1910.303(g)(2)(i)]. [View OSHA Standard](#)*

Notes: Multiple exposed electrical boxes in the basement. Recommend any live electrical is installed to manufacture specifications.

Photo(s)



Basement near stairs and
sprinkler riser

Issue Identified **Live parts of electrical equipment were not adequately protected against accidental contact (1910.303)**

Recommendation *Have a qualified electrician make repairs to electrical equipment and/or install tight fitting covers to protect workers against accidental contact with live parts of electric equipment [reference 1910.303(g)(2)(i)]. [View OSHA Standard](#)*

Notes: Under stage hanging light fixture suspended by wiring. Recommend any live electrical is installed to manufacture specifications.

Photo(s)



Under stage near back wall

Issue Identified **Not all light bulbs/lamps are protected from accidental damage (1910.305)**

Recommendation *Take steps to ensure all light bulbs and/or fluorescent lamps used for general illumination are protected from accidental contact or breakage by a suitable fixture or guard. Note: plastic sleeves on fluorescent lamps are an acceptable means of protection [reference 1910.305(a)(2)(ix)]. [View OSHA Standard](#)*

Notes: Lights over voter booths are unprotected, recommend lights is protected by sleeves or factory covers.

Photo(s)



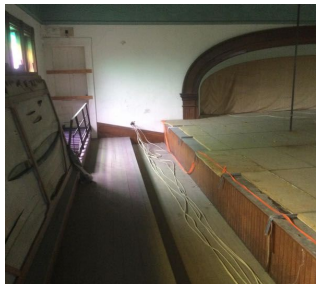
Community room

Issue Identified **Issues relating to Electrical Safety standards (1910.303-.335) were identified (see notes/photos for detail)**

Recommendation *Review OSHA regulations on Electrical Safety (1910.303-.335) and adhere to applicable requirements in the standard. Reference comments, notes and/or photo(s) for details. [View OSHA Standard](#)*

Notes: Electrical was put through a wall and run on the balcony floor, unsecured. Recommend electrical is evaluated by a qualified electrician and installed/ fastened to code.

Photo(s)



Electrical on Balcony floor

Exits/Egress

Issue Identified Exits and pathway to exits are not all free of obstructions (1910.37)

Recommendation Take appropriate steps to ensure all exit routes are maintained free of obstructions at all times. [reference 1910.37(a)(3)]. [View OSHA Standard](#)

Notes: Exit out front are unused and being used for storage. Any "EXIT" should be kept clear unlocked and in working order.

Photo(s)



Issue Identified Emergency lights are not provided and/or not all functional (1910.37)

Recommendation Install emergency lighting as needed to ensure adequate lighting of all exit routes and doors during a power failure. Also, lighting should be tested monthly to ensure batteries are not dead or bulbs burned out. Repair/replace as needed [reference 1910.37(b)(1)]. [View OSHA Standard](#)

Notes: Multiple emergency lights where tested in the building and non operational. Recommend emergency lights are replaced/ repaired to working condition.

Photo(s)



Multiple in town hall

Fire Safety

Issue Identified Not all portable fire extinguishers are inspected monthly (1910.157)

Recommendation The employer is responsible for the inspection, maintenance and testing of all portable fire extinguishers in the workplace. Portable extinguishers shall be visually inspected (and documented) at least monthly. [reference 1910.157(e)(2)]. [View OSHA Standard](#)

Notes: Fire extinguishers need to have the monthly inspections done and documented on tags or in a inspections log.

Photo(s)



Through out City hall

Issue Identified **Issues relating to Fire Protection standards (1910.157-.159) were identified (see notes/photos for detail)**

Recommendation *Review OSHA regulations on Fire Protection (1910.157-.159) and adhere to applicable requirements in the standard. Reference "Comments" in the Observation section of this report for specific examples of non-compliance.*

Notes: Last internal inspection on sprinkler system was in 2016, recommend at 5 year internal inspection is completed and any other required scheduled inspections.

Health Hazards

Issue Identified **Lead exposures are not monitored and/or effective measures are not in place (i.e. hand washing facilities not available, respirators not provided or used properly, wet-cleaning methods not used, etc.) to maintain exposure below 50 micrograms/cubic meter over an 8-hour period (1910.1025)**

Recommendation *Take steps to monitor lead exposure in the work area and implement engineering and/or administrative controls (i.e. hand washing, use of respirators, wet-cleaning, etc.) to limit worker exposure below 50 micrograms/cubic meter over an 8-hour period (reference 1910.1025). [View OSHA Standard](#)*

Notes: Old paint is chipped flaking and falling, recommend Lead testing is completed to ensure paint is do not contain lead.

Severity: Serious

Photo(s)



Balcony near windows

Property Hazards

Issue Identified **The property/ building is in need of maintenance.**

Recommendation *The property/building is showing evidence of deterioration. Please conduct appropriate maintenance to the structure. See notes and / or photo(s) for details.*

Notes: Water marks indicate water leakage in around chimneys by stage area. Recommend roof leaks are repaired as needed.

Photo(s)



Chimney beside stage (Both sides)

Issue Identified
Recommendation

Uncontrolled hazards were found during property survey.

Take appropriate steps to address hazardous condition(s) that could lead to property damage. (See notes or photos for details).

Notes: Attic has a large pile of slate shingles, that is a concentrated in one area (roughly over the bulkhead area) Recommended that slate shingles and brick are removed to relive stress on the buildings structure.

Severity: Serious

Photo(s)



Attic pile of what appears to be slate shingles/ tiles for roof.

Issue Identified
Recommendation

Uncontrolled hazards were found during property survey.

Take appropriate steps to address hazardous condition(s) that could lead to property damage. (See notes or photos for details).

Notes: Tin ceiling above balconies appear to have rust/ corrosion which appears to be from water intrusion. Recommend roof is inspected for leaks and repaired, and tin ceiling is repaired/ replaced to prevent mold/ mildew and un fastened ceiling falling.

Severity: Serious

Photo(s)



Ceiling above balcony

Issue Identified Major structural concerns or anomalies were observed at the survey.

Recommendation *Anomalies that appear to be related to the structural integrity of the building were observed. Because of the significance of these observed anomalies we recommend you contact a professional engineer, who holds a current, active professional engineer's license in the State of Maine, to assess the structural integrity. Please notify your Loss Control Consultant when the engineer survey will be completed, and email a digital copy to them, when available for review. After Maine Municipal Association's review of the engineer's survey, additional recommendations maybe issued.*

Notes: Bulkhead side wall has severe movment from top to bottom. Brick wall is bowing inward and near ground level and outward toward sill plates. Recommended a full engineering study.

Severity: Structural

Photo(s)



Bulkhead side sweep in foundation wall. Recommend a qualified engineering company do a complete structural assessment of the building.

Issue Identified Major structural concerns or anomalies were observed at the survey.

Recommendation *Anomalies that appear to be related to the structural integrity of the building were observed. Because of the significance of these observed anomalies we recommend you contact a professional engineer, who holds a current, active professional engineer's license in the State of Maine, to assess the structural integrity. Please notify your Loss Control Consultant when the engineer survey will be completed, and email a digital copy to them, when available for review. After Maine Municipal Association's review of the engineer's survey, additional recommendations maybe issued.*

Notes: Foundation walls appear to be bowing inward in the middle and outward toward the sill plates. Recommend a a qualified engineering company do a complete structural survey of the building.

Severity: Structural

Photo(s)



Basement wall on Parking lot side



Foundation wall on parking lot side has evident inward bow. Recommend wall is assessed by a qualified engineer and repaired accordingly.

Issue Identified Major structural concerns or anomalies were observed at the survey.

Recommendation *Anomalies that appear to be related to the structural integrity of the building were observed. Because of the significance of these observed anomalies we recommend you contact a professional engineer, who holds a current, active professional engineer's license in the State of Maine, to assess the structural integrity. Please notify your Loss Control Consultant when the engineer survey will be completed, and email a digital copy to them, when available for review. After Maine Municipal Association's review of the engineer's survey, additional recommendations maybe issued.*

Notes: Column supports have cracks in floor joists and beams where columns meet the beams (noted in 2019), Recommend columns and floor joist structures are evaluated during engineer study.

Issue Identified Major structural concerns or anomalies were observed at the survey.

Recommendation *Anomalies that appear to be related to the structural integrity of the building were observed. Because of the significance of these observed anomalies we recommend you contact a professional engineer, who holds a current, active professional engineer's license in the State of Maine, to assess the structural integrity. Please notify your Loss Control Consultant when the engineer survey will be completed, and email a digital copy to them, when available for review. After Maine Municipal Association's review of the engineer's survey, additional recommendations maybe issued.*

Notes: Road side foundation wall has sever separation of bricks near the top of the brick wall. Wall shift is 3/4s the width of the brick. Recommended a qualified engineering firm conducts a full structural assessment of the building and all repairs are completed with engineer approval.

Severity: Structural

Photo(s)



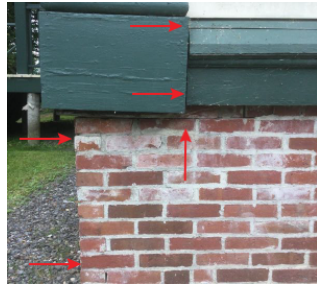
Recommendation: to Have a qualified Engineer to a complete structural assessment of the building from the basement to the roof.



Brick separation on road side.



Step crack with horizontal separation of bricks on road side. Recommend a qualified engineering firm conducts a full structural assessment.



Evident wall movement on roadside/ parking lot corner.



Road side exterior, wall has inward bow from granite up to part way up brick. Top of brick wall is leaning outward.

Issue Identified **Minor structural concerns or anomalies were observed at the survey.**

Recommendation *Minor structural damage or anomalies were noted during the survey. Have a qualified contractor review and make the necessary repairs. Contact your Loss Control Consultant and provide a photo when hazard has been corrected.*

Notes: Balconies appear to have a sag in the middle across the entire span. Recommend structural components are evaluated by a qualified engineer.
Severity: Structural

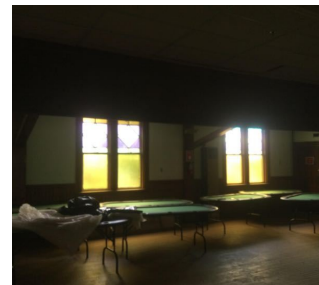
Photo(s)



elevated balconies



Balcony



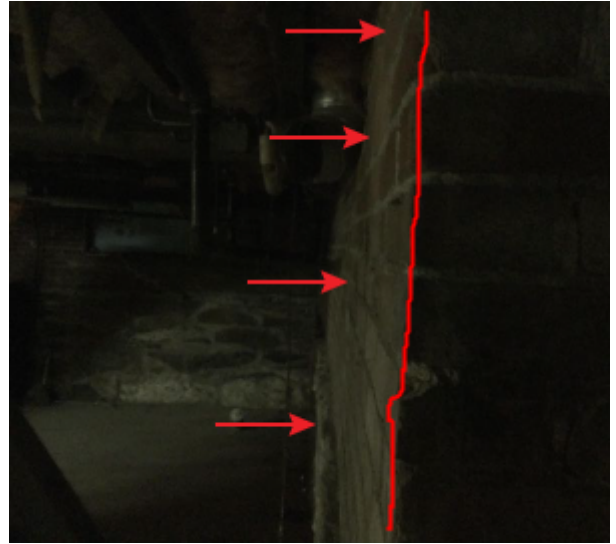
Second balcony parking lot side.

Submitted by:
Justin Lowe
Senior Loss Control Consultant, COSS

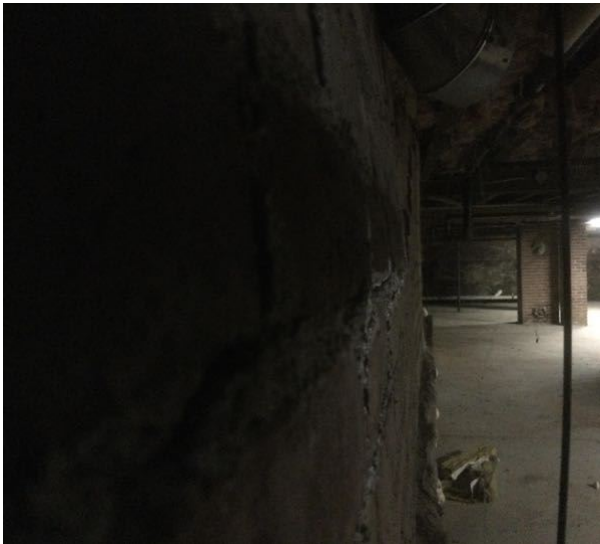
Maine Municipal Association
(207) 624-0116
JLowe@memun.org

Our survey of your operation is to assist you in your loss control efforts. We do not assume responsibility for the discovery or elimination of all hazards that could possibly cause accidents or losses. Recommendations are developed from the conditions observed at the time of the survey and may not include every possible cause of loss. Compliance with these recommendations does not guarantee the fulfillment of your obligation under local, state, or federal law.

Additional Photo(s):



At bulkhead looking toward road, wall has evident movement. Recommend an engineer provide a structural assessment of the building and repaired.



Basement wall bulkhead side