



## INTERIOR DESIGNERS

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### LETTER OF SUBSTANTIAL COMPLETION

**Project Manager:** Matt Dupre, Project Manager  
National Capital Region  
Design & Project Delivery Services  
Brookfield GIS

**Project Name:** Conversion of two (2) Ground Floor Washrooms  
to two (2) Universal Accessible Washrooms (UAWs)  
Sir William Logan Building, 580 Booth Street, Ottawa, ON K1A 0E4

**Project No.:** GOC2777928 / HDI-2020-06

**Date:** Thursday, February 17<sup>th</sup>, 2022

Hay Design Incorporated confirms that the architectural work for the above-mentioned project was completed on February 10<sup>th</sup>, 2022. as shown on the documents prepared by Hay Design Inc. and has been built in general conformity to the approved contract drawings and specifications, including any amendments with exception of deficiencies thereto and in general conformance with the Ontario Building Code.

Cathy Hay,  
ARIDO, I.D.C., LEED AP, PMP  
President, Hay Design Incorporated





## DEFICIENCY LIST #1

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### Attendees:

Name	Company
Matthew Dupris	Brookfield Global Integrated Solutions, Project Manager (BGIS)
Brad Heath	Brookfield Global Integrated Solutions, SMT (BGIS)
Angus Lam	DMJ/Gestion Management. Project Manager (DMJ)
F. Douglas Desjardins	Hay Design Inc. (HDI), Senior Designer

Item No. & Plan Ref. No.	Description	Deficiency or Change Order	Action	Status
<b>1.0</b>	<b><u>General Comments:</u></b>			
1.1	Clean Floor Tiles	Deficiency	DMJ	16-Feb-2022
1.2	Clean the floor drain covers	Deficiency	DMJ	16-Feb-2022
1.3	Paint at patching in hallways is not accepted	Deficiency	DMJ	16-Feb-2022
<b>2.0</b>	<b><u>Flooring and Wall Finishes:</u></b>			
2.1	Chipped tiles to be replaced			
2.2	Paint patches in hallway	Refer to 1.2	DMJ	
2.3	Clean brown paint off drywall at the bottom	Deficiency	DMJ	16-Feb-2022
2.4	Complete grouting around all faceplates	Deficiency	DMJ	16-Feb-2022
2.5	Make good the floor base	Deficiency	DMJ	
2.6	Finish Drywall at door frames (corridor) w/ J-Trim	Deficiency	DMJ	
2.7	Chipped wall tiles to be replaced	Deficiency	DMJ	
2.8	Access door in one washroom open, close and lock	Deficiency	DMJ	16-Feb-2022
<b>3.0</b>	<b><u>Devices:</u></b>			
3.1	Bilingual signs required at all devices	Deficiency	DMJ	
3.2	Emergency buttons, once pressed do not unlock	Deficiency	DMJ	16-Feb-2022
3.3	Wave devices Sensitivity to be increased			
	@washroom closer to lobby	Deficiency	DMJ	16-Feb-2022
3.4	Grommets required, electrical connection at operators	Deficiency	DMJ	16-Feb-2022
3.5	Electrical labeling (for operators circuits)	Deficiency	DMJ	
3.6	Delay for door operators to be extended			
	Enough for wheel-chair to go in and out	Deficiency	DMJ	16-Feb-2022



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Item No. & Plan Ref. No.	Description	Deficiency or Change Order	Action	Status
<b>4.0</b>	<b><u>M&amp;E Coordination:</u></b>			
4.1	Confirm if Temporary P-Trap is acceptable	Deficiency	DMJ	
4.2	Ceiling tiles are not all set in place	Deficiency	DMJ	
4.3	Confrim Occupancy Function of the Light Switch	Deficiency	DMJ	
<b>5.0</b>	<b><u>Miscellaneous:</u></b>			
5.1	Submitt Commissioning forms to HDI for approval	Deficiency	DMJ/HDI	
5.2	Ceiling tiles are not all set in place	Deficiency	DMJ	
5.3	Provide a Lumens Reading Level Report	Deficiency	DMJ	