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| **Routine Service Schedule - All Sites** (Non-Essential Safety Measure) |
| **Item to be Serviced** | **Site Address** | **Form Number** | **Service Frequency** | **Who is Responsible?** |
| **Fixed Hoists** | 106 & 108 Palmer St | SF-60 | Bi-Annual | External contractor |
| 107 Hurd St |
| 50 Lalor St |
| **Portable Hoists** | 107 Hurd St | SF-67 | Bi-Annual | External contractor |
| 50 Lalor St |
| **Reverse Cycle Air Conditioner** | 106 & 108 Palmer St | SF-27 | Annual | External contractor |
| 50 Lalor St |
| Shop 12/13 Pioneer Plaza |
| 40 Waratah Cres |
| Seawinds  |
| **Cassette Air Conditioner** | 50 Lalor St |
| **Flued Gas Heater** | 50 Lalor St (admin & Woodbox) | SF-59 | Annual | External contractor |
| 40 Waratah Cres |
| **Water Filter** | 50 Lalor St | SF-29 | At least annually | External contractor |
| Seawinds 191 Wellington Rd |
| 106 & 108 Palmer St |
| **Test & Tag** | All sites  | SF-79 | Annual | Electrician |
| **Thermostat Valve** | 107 Hurd St  | SF-82 | Annual | Plumber |
| 106 & 108 Palmer St |
| 50 Lalor St |
| **AED (Automated External Defibrillator)** | All sites (except Support Coord & 106 Palmer) | SF-48 | Annual | External Contractor |