

DISASTER PLAN
Library Materials

**For the
University of Toronto
Library System**

September 2018
Prepared by J. Toyonaga

Acknowledgements

Wellheiser, J and Scott, J

An ounce of prevention. Integrated disaster planning for archives, libraries and record centres.

Second edition. Boston: Scarecrow Press, 2002. (Copyright held by Canadian Archives Foundation).

Bohem, Hilda.

Disaster Prevention and Disaster Preparedness

Berkeley: UCLA; 1978

Disaster Planning and Recovery: An SLA Information Kit

Washington, DC: Special Libraries Association; 1989.

Disaster Preparedness and Salvage Plan Reed Library State University of New York College at Fredonia

Fredonia: Reed Library; 1989.

Forston, Judith.

Disaster Planning and Recovery

New York: Neal-Schuman; 1992.

Kahn, Miriam.

Disaster Response and Prevention for Computer and Data

Columbus, Ohio: MBK Consulting; 1994.

Lundquist, Eric G.

Salvage of Water Damaged Books, Documents, Micrographic and Magnetic Media

San Francisco: Document Reprocessors; 1986.

DISASTERS

Disasters can occur in many different forms but the most common for a library is in most cases water damaged materials either as the aftermath of a fire or because of a flood.

The Disaster Plan for the University of Toronto is limited to procedures for removal and salvage of library collections. Its purpose is to minimize collection loss in the event of a disaster.

Table of Contents

- 1. Emergency Contacts and Notifications**
- 2. Salvage Operations**
- 3. Post Disaster Analysis**
- 4. Prevention**
- 5. Salvage / Recovery resources**

1. Emergency Contacts and Notifications

September 2018

Notification

- 1. FIRE--** Police Emergency Centre (416)978-2222 is automatically alerted when the alarm sounds.

- 2. OTHER DISASTER SITUATIONS--** Contact campus police ((416)978-2222) immediately. Campus Police and Library Security have a copy of the master manual. They will know how to get a hold of key personnel.

- 3.** The Salvage Operation Team Leader should prioritize what needs to get done. In the event that water is still flowing and damaging the collection it certainly is appropriate that protective sheeting be put over the material while waiting for the disaster team to arrive. There are so many variables such as humidity and temperature that it is difficult to apply a firm set of procedures to any situation. This is why it is important that the disaster team is called immediately.

WHOM TO NOTIFY IN THE LIBRARY

1. CO-ORDINATORS

John Toyonaga	Administrator, Library Disaster Plan	416-978-2276
Larry Alford	Chief Librarian	416-978-2292

Responsibilities:

1. To direct staff on spot and evacuate building if necessary.
2. To help emergency personnel control situation.
3. To form Salvage Operation Teams (SOT) consisting of the Department Head of the affected area and other knowledgeable personnel.
4. The co-ordinator(s) should assess:
 - a. How great the damage.
 - b. What types of material are involved?
 - c. What kind of damage e.g. fire, water, chemical etc.
 - d. Take notes of damage (using a camera).
 - e. Inform insurance manager as soon as possible.
 - f. Decide what equipment is needed and order it from purchasing personnel (416-978-6881).

SALVAGE EXPERT

J. Toyonaga	Binding	416-978-2276
-------------	---------	--------------

PROCUREMENT

Yuliya Markova		416-978-6881
----------------	--	--------------

FACILITIES

Ikee Gibson		416-978-1396
-------------	--	--------------

HEALTH & SAFETY

Susan Gropp		416-978-1289
-------------	--	--------------

LIBRARY PATROL

Robarts Library Patrol Office		416-946-3590
Robarts Info Desk (to radio Patrol)		416-978-5093

Gerstein Library Patrol Office		416-978-2516
Gerstein Circulation Desk (to radio Patrol)		416-978-2280

COLLECTION DEVELOPMENT DEPARTMENT/ CATALOGUING

Associate Chief Librarian for Collections and Materials Management	Caitlin Tillman	416-946-3856
Materials Processing, Head	Alastair Boyd	416 978-8934
Book and Serials Acquisitions, Head	Don McLeod	416-978-3090
Digital Collections Librarian	Weijing Yuan	416-978-0084

**University Personnel
And Resources**

UNIVERSITY PERSONNEL

M. Munroe	Associate Director (Acting), Campus Police Services	416-978-7378
Deborah Fritz	Campus Police Services	416-978-2264
S. Arnold	Chief Fire Prevention Officer	416-978-5151
J. D. Kerr	Director, Risk Management	416-978-6478

PROPERTY MANAGERS

(To contact Property Managers on weekends/evenings call 416-978-2323)

Robarts Complex Gerstein	Barry Espin	416-580-3843
Bahen Centre for Information Technology	D. Wood	416-717-9706
Engineering	N. Ahmed	416-453-8591
Earth Sciences	Jennifer Corinthios	416-717-9978

FIELD SUPERVISORS FOR CARETAKING

Robarts	8:00am-4:00pm	Monday to Friday	Caretaking Office	416-978-6252
	6:30am-3:00pm	and Weekends	Ivo Sousa	416-946-8306
	3:00pm –12:00am	and Weekends	Fatima Costa	416-676-1228

Gerstein	8:00am-4:00pm	Monday to Friday	Caretaking Office	416-978-6252
	6:30am-3:00pm	and Weekends	Ivo Sousa	416-946-8306
	4:00pm-12:00am	and Weekends	Victor Juradinho	416-676-1033

Robarts and Gerstein: 11:00pm-7:15am Monday night to Saturday morning (night caretaking Supervisor)	Brent Warner	416-676-9278
---	--------------	--------------

**University Personnel
And Resources**

MANAGER OF MECHANICAL OPERATIONS AND MAINTENANCE

Robarts Complex	J. Walker	416-978-5064 416-978-7127
-----------------	-----------	------------------------------

Gerstein Science Information Centre	C. Lee	416-978-8645
-------------------------------------	--------	--------------

EXTERNAL SALVAGE EXPERTS

Conservator Provincial Archives Of Ontario	416-327-1521
--	--------------

Canadian Conservation Institute (Hours: 08:00 to 16:00 Monday to Friday, except statutory and civic holidays.)	613-998-3721 <u>or</u> 1-866-998-3721
---	---------------------------------------

Local Library**Local Library Co-ordinator(s)
in Disaster Situations**

Aerospace Studies
Rm. 117
4925 Dufferin St.

N. Burnett (Corin) 416-667-7712

D.W.Zingg, 416-667-7709
Director

Dr. O. L. Gulder 416-667-7721

Dr. H. T. Liu 416-667-7928
Associate Director

Architecture
1 Spadina Crescent

I. Puchalski 416-978-6787

Prof. R. Sommer, 416-978-3089

Dean 416-946-3269

M. Batourine 416-978-7003
X201

Astronomy
Rm. 1306
McLennan Physical Labs
60 St. George St.

L. Robbins 416-978-4268

P. Martin, 416-978-3150

Chairman

Bora Laskin
78 Queen's Park

G. Medeves 416-978-5537

Interim, Chief Law Librarian

Ed Iacobucci 416-978-3718.

Dean

Chemistry
Rm. 429
Lash Miller Labs
80 St. George St.

P.Meindl 416-978-3587

TBA, 416-978-5287

Chair

Local Library**Local Library Co-ordinator(s)
in Disaster Situations**

Criminology
14 Queen's Park
Circle West
Rm.100

A. Shier 416-978-7068(x245)
Prof. R. Ericson 416-978-3722(x231)
Director

Dentistry
Rm. 267
124 Edward St.

Helen He, 416-864-8213
Head
M. Choi, 416-864-8302
Assistant Dean

Department of Art,
Rm. 6032B
Sidney Smith Hall
100 St. George St.

M. English 416-978-5006
Carl Knappett 416-978-7891
Chair

Earth Science
5 Bancroft Ave.

B. Garrod 416-978-3538

Engineering & Computer Science Library
10 King's College Road, Rm 2402, 2nd Floor
Sandford Fleming Building

M. Thuna 416-946-4020

Gerstein Science
Information Centre
7 - 9 King's College Circle
Toronto, Ontario
M5S 1A5

N. Romanosky 416-978-6370

Industrial Relations
121 St. George St.
(main floor)

Vicki Skelton 416-978-2928

Information Studies
Library
Inforum, 4th Floor
140 St. George

Prof.R. Gomez, 416-978-2927
Director

L. Langford 416-978-2898

E.Sze 416-978-7071

Local Library**Local Library Co-ordinator(s)
in Disaster Situations**

Innis College
2 Sussex Dr.

K. Johnson 416-978-4497
C. Clairmont, 416-946-0643
CAO

Prof. C. Keil, 416-978-2510
Principal

Management Studies
105 St. George St.

S. Forbes 416-978-1924

Massey College
4 Devonshire Place

P.J. MacDougall 416-946-7880
Hugh Seagal, 416-978-2549
K. Gale 416-978-2907

Mathematics
416-507-9878
Bahen Centre for
Information Technology
40 St. George St.
6th floor room 6141

B. Garrod 416-978-8624

Jeremy Quastel, 416-978-3320
Chairman 416-922-8493

Music Library
80 Queen's Park Crescent

J. Guise 416-978-6920

D. McLean 416-978-4052
(Dean)

New College
20 Willcocks Street

J. Newman 416-978-2493
S. Mojab, 416-978-2461
Interim Principal

Local Library**Local Library Co-ordinator(s)
in Disaster Situations**

OISE/UT Library
252 Bloor St. W

Monique Flaccavanto, 416-978-1867
Director

Elizabeth Broccoli 80787
Glen Jones, 416-978-8292
Interim Dean

Physics
McLennan Physical
Labs
60 St. George St.

Dylan Dearborn 416-978-5188

University College
(Laidlaw Library)

M. Fulford 416-978-4634
Sylvia Bashevkin, 416-978-7516
Principal

Jim Linley, 416-978-8144
CAO

UTL at Downsview

M. Phillips 416-667-7728
L. Langford 416-978-2898 or
416-667-7733

2. SALVAGE OPERATIONS

Access and Commencement of Salvage Operations

The co-ordinators will form salvage teams consisting of the head of the affected area and other knowledgeable personnel.

Access to buildings will be authorized by either the co-ordinators of the operation or by one of the senior managers of the Library in consultation with the fire department or other emergency authorities.

Press releases and interviews will be taken care of by Strategic Communications 416-978-5947.

Before beginning the salvage operation, The SOT will:

1. Decide who will take overall charge of the salvage operations.
2. Decide who will take charge of the Library Operations and who will take charge of the Physical Plant operations.
3. Assess the extent of the damage.
4. Assess the type of materials involved.
5. Assess the kind of damage e.g. clear or dirty water, etc.
6. Record damage (using notes and camera).
7. Inform University Insurance Manager.
8. Decide what equipment is needed and order it.
9. Prepare a work space for processing of damaged materials. The work surfaces should be either Formica or covered with clean polyethylene sheeting.

Control the Environment

Try to control the temperature and humidity to reach a temperature of 18.3 C or less and relative humidity of 50% or less.

Temperature Control

In summer;

- Seal all broken windows.
- If possible, keep air conditioner running at 18.3 C.

In winter:

- Turn off all heat.
- Leave windows open if possible.
- Protect pipes from freezing to prevent damage from burst pipes.

Humidity Control

- Use portable dehumidifiers if necessary.
- Circulate air, using portable fans.
- Mop up standing water.

Mould

The occurrence of mould and mildew may constitute a disaster situation or may be the result following a flood or fire.

By reducing the temperature and humidity one can reduce the risk of mould growth and thus buy time for the recovery operation. Air circulation must be increased to eliminate stagnant air pockets. Excess water must be pumped out and all wet debris must be removed.

In the event of the Development of Mould or Mildew.

- Immediately transfer all infected materials to a self contained room.
- The affected area should immediately be cleaned and sterilized, including the climate control system where possible.
- Consult with John Toyonaga (416-978-2276) when dealing with mild or severely affected materials.

Removal and Packing of Materials

Initial Handling of Damaged Materials

When handling damaged materials, observe the following:

- Do not open or close wet books.
- Do not separate single sheets.
- Do not remove book covers.
- Do not press wet books or paper.
- Do not wipe off mud and dirt.

Removal Procedures

Books should be removed by human chain in exact condition in which found. Human chain should consist of:

1. Team of removers.
2. Team of sorters which sort books into type of damage and treatment.
3. Team of record keepers.

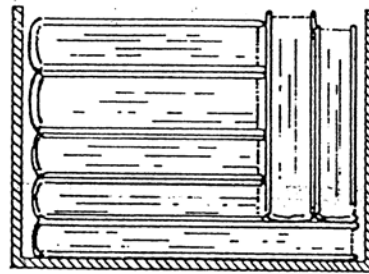
The number of people in each team should be balanced to create even work flow and to prevent bottlenecks.

Remove first:

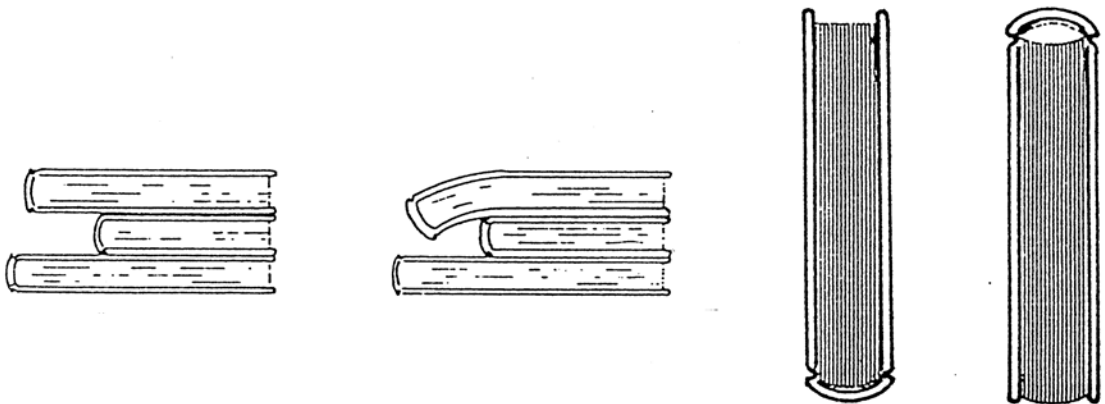
- Wet materials lying on the ground.
- Wet or damp books on lower shelves (unless mould is forming).
- Wet or damp books on upper shelves (unless mould is forming).

Removal and Packaging of Materials

Books should be boxed either flat or spine down to minimize damage to binding and costly repairs. Pack books of the same size next to one another to minimize warpage. Do not stack boxes over four high as they tend to collapse once the cardboard box absorbs water from the wet books. Shrink wrap the stacked boxes onto skids to minimize transit damage.



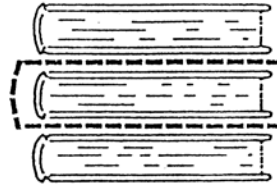
"WET" box should be packed FLAT or SPINE DOWN



**DO NOT PACK WET BOOKS LIKE THIS.
WET BOOKS WILL SAG CAUSING PERMANENT DAMAGE.
SPINE UP CAUSES THE BINDING TO SAG.**

Preparation for Removal and Treatment

Packaging and Wrapping



- Wrap bound volumes in freezer paper, wax paper or silicone paper so that the books won't stick together.
- Keep sheet material e.g. manuscripts, records, unframed prints and drawings etc. in sections not more than 2" thick with a base support (.128 board).

Crating, Boxing

- Use plastic milk crates or, if not available, strong cardboard boxes such as library book bindery boxes.
- Pack books FLAT or SPINE DOWN.
- Do not pack too tightly. Allow for air circulation.
- Put an identification mark on each container.

Transportation

- When boxed, put material immediately into refrigerated trucks.
- If this is not possible, pack dry ice around the material or keep as cold as possible.
- Transport to the freezing facility without delay.

Treatment

Cleaning and Washing of Collection Material.

"THIS SHOULD NOT BE ATTEMPTED WITHOUT THE ADVICE OF THE SALVAGE EXPERT."

All cleaning and washing must be carried out by trained personnel.
No cleaning or washing should take place if it increases the delay in freezing.

DO NOT ATTEMPT TO WASH OPEN VOLUMES, MANUSCRIPTS, ART ON PAPER, PHOTOGRAPHS OR ANY MATERIAL CONTAINING WATER SOLUBLE MATERIALS.

Freezing

Freezing is an effective method for stabilizing conditions until drying can be attempted. Mould will start to form within 48 hours if left unfrozen. Freezing buys time in a major disaster to assess the next steps to be taken.

Coated paper MUST be frozen as soon as possible.

If the number of books affected is small, freezing can be done in local freezers.

Drying

For materials which have been in freezer facilities freeze drying is the least expensive for large collections.

Air Drying

If the number of books affected is small, drying can be done without freezing.

The work area for air drying should be clean and have adequate temperature and humidity controls. Fans and dehumidifiers should be used as necessary.

Books should be placed upright on a clean surface and fanned out.

If any of the books show any signs of mould developing on them they should be treated as soon as possible. (Do not attempt this without advice from J. Toyonaga 978-2276.)

Treatment

Non-paper Materials

Photographs and Negatives (post 1950)

If wet:

1. Pick up photographs and negatives from water.
2. Separate photographs and negatives from sleeves. Photographs and negatives will stick to surfaces if allowed to dry by themselves.
3. Rinse off any dirt with cold water. "DO NOT RUB".
4. Set up fans, dehumidifiers and cool temperatures. Keep area as dry as possible.
5. Hang photographs and negatives on monofilament with plastic clothes pins.
6. Photographs can be dried flat.

Place face up on a clean, white blotter paper or blank newsprint.

Change paper as needed.

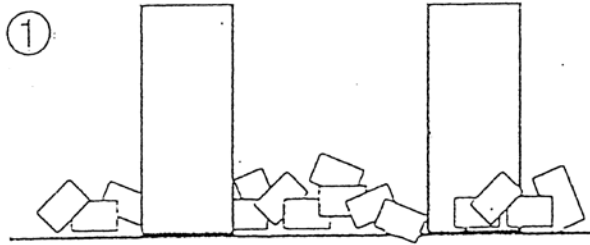
Let photographs dry for up to 48 hours.

7. Relabel sleeves before putting photographs and negatives back.

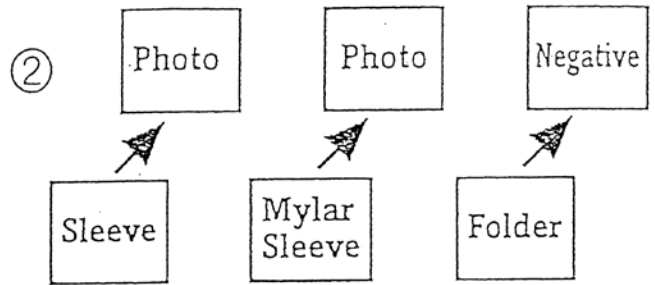
CAUTION: Pre 1950 photographs and negatives require careful handling! Do not immerse in water without explicit instructions from a film / photograph conservator.

PHOTOGRAPHS & NEGATIVES (POST 1950)

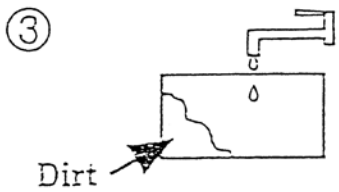
Wet



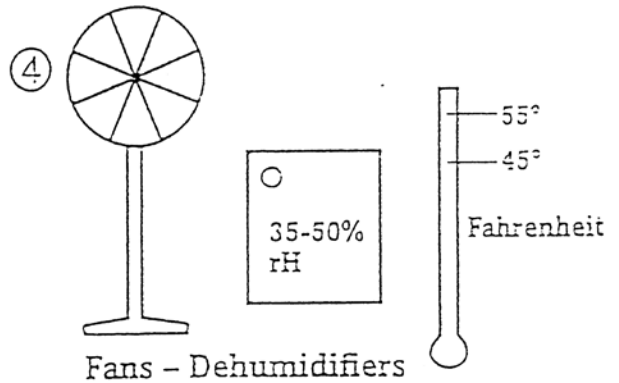
① Pick up from floor & water



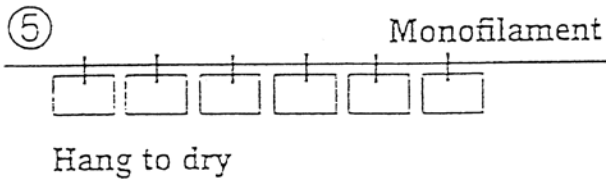
② Remove from folders & sleeves



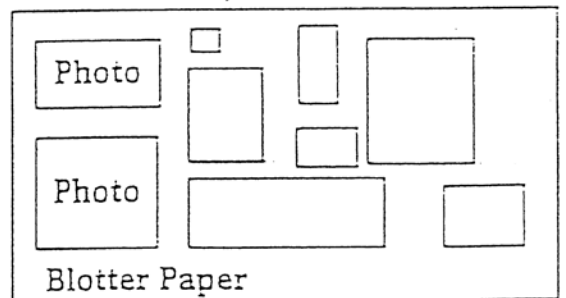
③ Rinse in water if dirty



④ Fans - Dehumidifiers

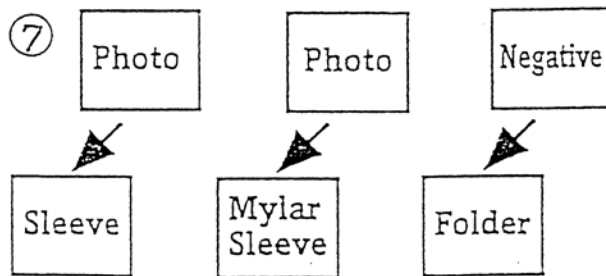


⑤ Hang to dry



⑥ Dry photographs face up for 48 hours

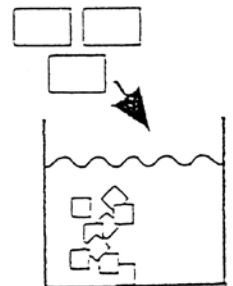
⑥ Negatives dry quickly - OR -



⑦ Refile in archival sleeves & folders

- OR -
Put in cold water

- OR -
Blast freeze to -20° F
and
vacuum freeze dry



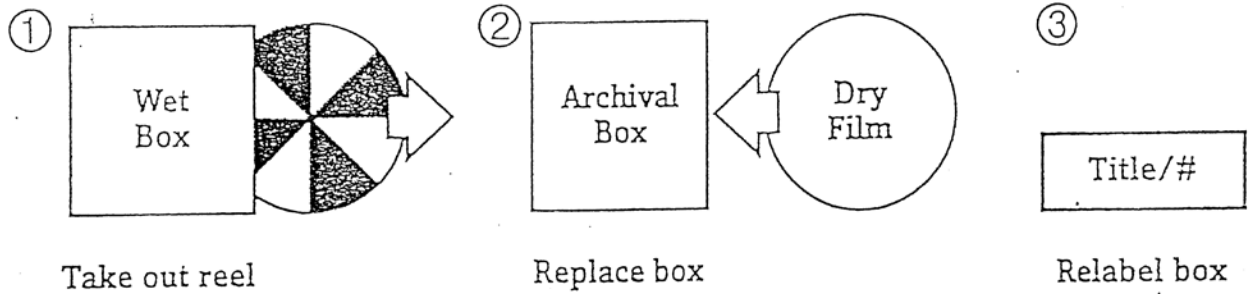
Treatment

Microforms

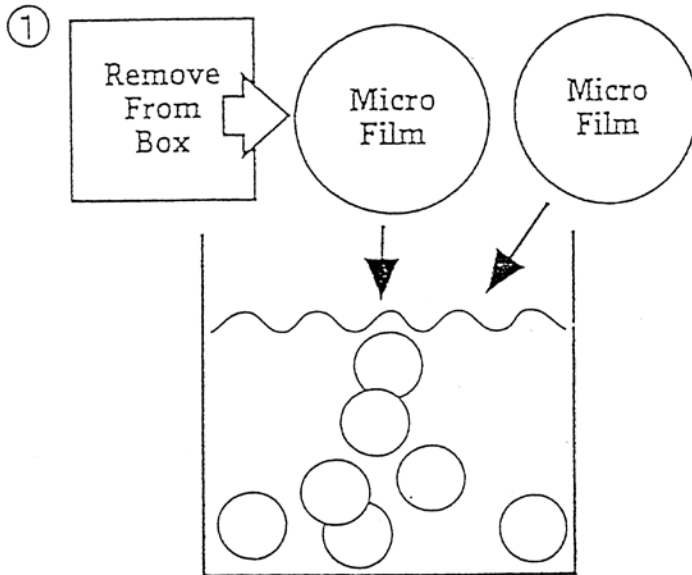
1. Take microforms out of sleeves. If fiche or paper sleeve sticks, soak in cold water
2. Put in polyethylene bags and put into plastic garbage cans (not metal) under clean, cold running water. Microform will survive thus for up to 72 hours. Immediately arrange to send for cleaning and drying.

Microfilm

Dry Film -

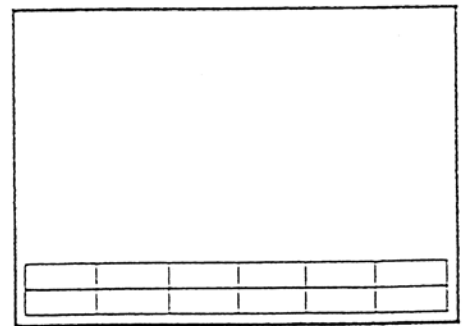


Wet Film -



Put in plastic container with cold water - send to be reprocessed

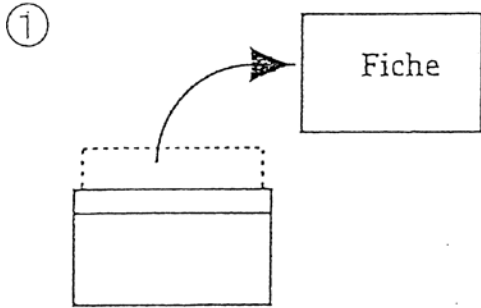
- OR -



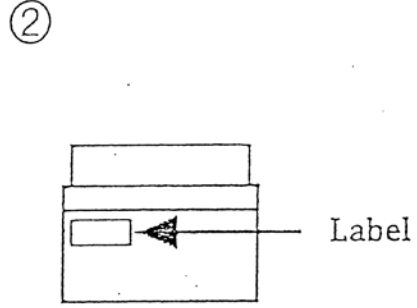
Box and blast freeze to -20°F then freeze dry

Microfiche

Dry Fiche -

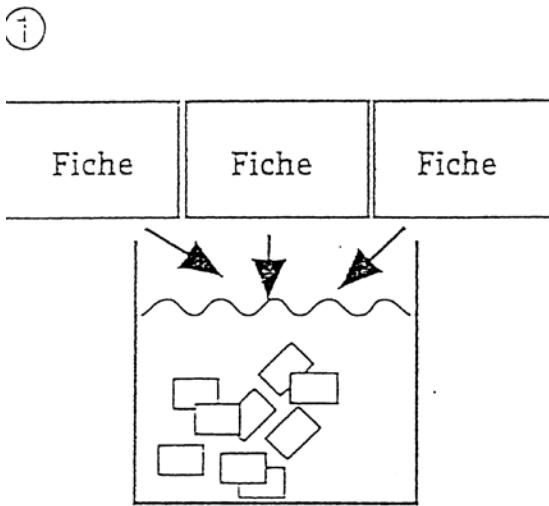


Take out microfiche

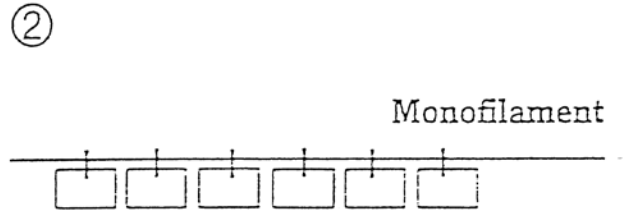


Label new archival sleeve

Wet Fiche -

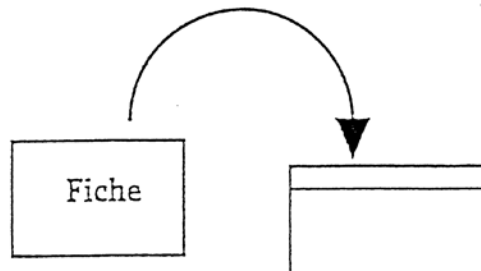


Put in plastic container with cold water



Hang microfiche to dry

③ Refile fiche



Treatment

Film and Plates

If possible they should be stored flat in trays of water until they can be properly washed and dried. Generally, try to salvage only those prints for which negatives are not available and prints which are not badly stained.

Treatment

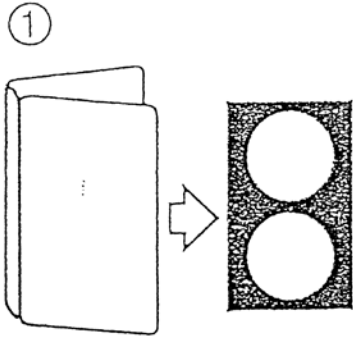
Audio and Video Cassettes

Audio and video tape is easily damaged by water, mould, dirt and dust. Most audio and video cassettes are stored in plastic boxes that are water tight. Remove tapes from a moist environment as quickly as possible. Tape will stick together if allowed to dry by itself.

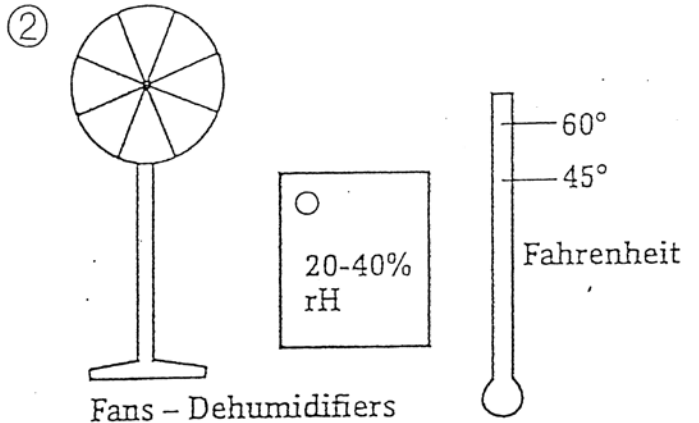
"DO NOT FREEZE"

1. Open boxes.
2. Set up fans, dehumidifiers and cool temperatures (Rh 20% - 40%), 7 - 16 C.
3. If this is a master tape, dehumidify and carefully watch for mould growth. If mould growth or rust forms or window clouds then send for restoration.
4. If this is a circulation tape, dehumidify and watch for mould growth or window clouding. If it is mouldy or rusty then throw it out and replace.

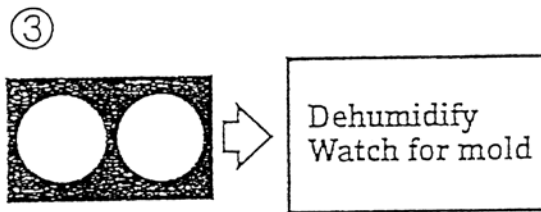
Audio & Video Cassettes



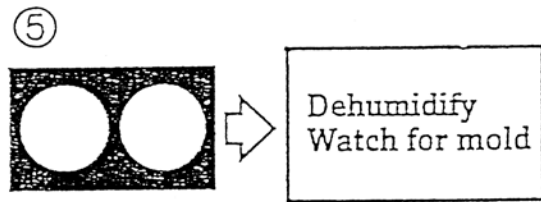
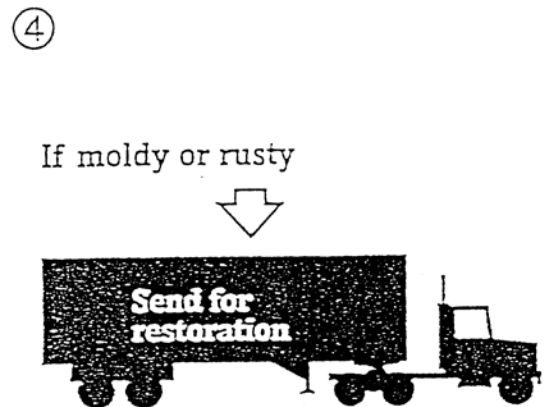
Open boxes



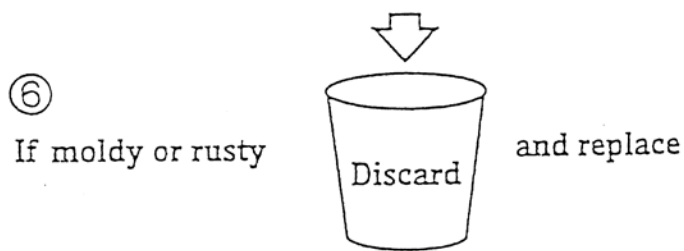
Fans - Dehumidifiers



Master cassette?

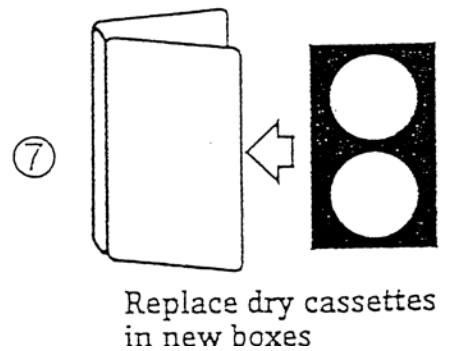


Circulating cassette?



If moldy or rusty

and replace



Replace dry cassettes in new boxes

Treatment

Water Damaged 3.5" Disk

Stabilize within 48 hours to prevent mould.

- Open shell carefully. Remove screws if present.
- Remove diskette from shell.
- **DO NOT FOLD, BEND, PINCH OR ABRABE DISK.**
- **DO NOT TOUCH SURFACE.**
- Use clean, distilled water to remove debris from surface of disk.
- Gently blot surface with clean, soft, lintless cloth or lay flat on clean cloth to air to dry.
- When dry, place in temporary shell.
- Copy disk. Remember to check the integrity of the transferred data.
- Discard the original.

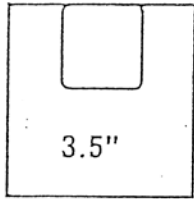
Water damaged 5.25' Disk

Stabilize within 48 hours to prevent mould.

- Remove disk from paper, plastic and tyvek sleeves.
- Cut open jacket carefully.
- Remove disk from jacket.
- **DO NOT FOLD, BEND, PINCH OR ABRABE DISK.**
- **DO NOT TOUCH SURFACE.**
- Use clean, distilled water to remove debris from surface disk.
- Gently blot surface with clean, soft, lintless cloth or lay flat on clean cloth to air dry.
- When dry, place in temporary shell.
- Copy disk. Remember to check the integrity of the transferred data.
- Discard original.

Water damaged 3.5" Diskettes

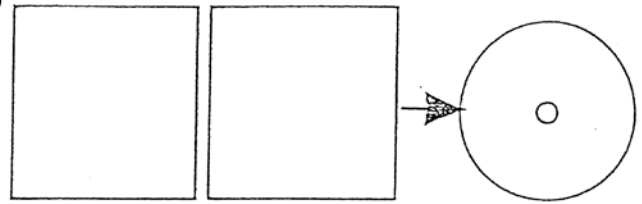
① Open Shell



Open at side.
Remove screws.

②

Remove From Shell

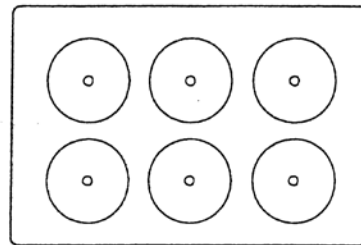


Do Not Touch Surface of Diskette

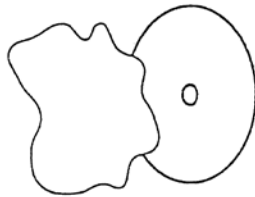
DO NOT BEND, PINCH, FOLD OR ABRABE

③ Clean with Distilled Water.

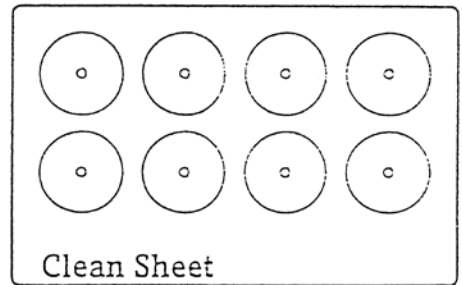
Dip in tray.



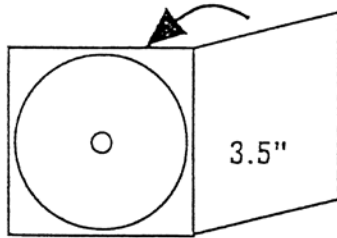
④ Gently blot dry with lintless, soft cloth. - OR - Air dry for 8 hours.



Do Not Rub



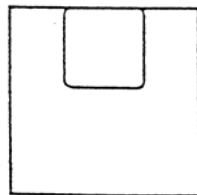
⑤ When dry, place in temporary shell.



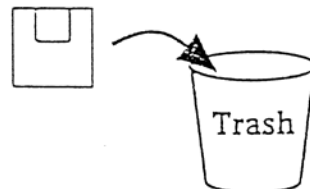
⑥ Copy diskette.



⑦ Check copy for readable data; label diskette.

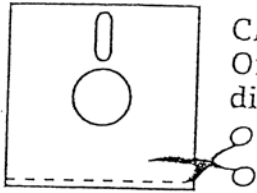


⑧ Discard original.



Water Damaged 5.25 Diskettes

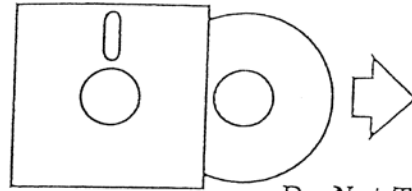
① Open Jacket



CAUTION!
Only 1/16" between
diskette and jacket.

Cut open one end.

② Remove From Shell

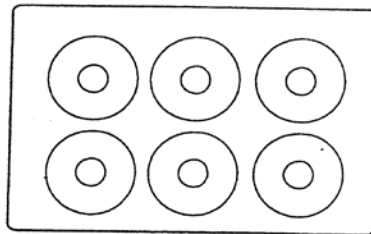


Do Not Touch
Surface of Diskette

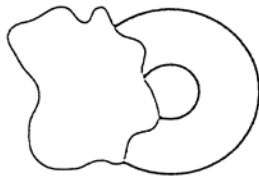
DO NOT BEND, PINCH, FOLD OR ABRASE

③ Clean with Distilled Water.

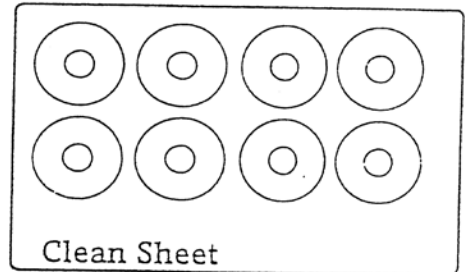
Dip in tray.



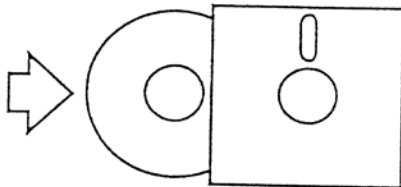
④ Gently blot dry with lintless, soft cloth. - OR - Air dry for 8 hours.



DO NOT
RUB



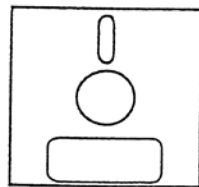
⑤ When dry, place in temporary shell.



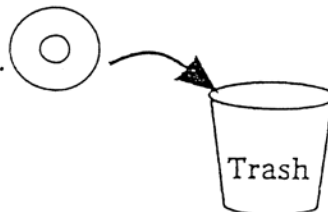
⑥ Copy diskette.



⑦ Check copy for
readable data;
label diskette.



⑧ Discard
original.



Treatment

Water Damaged CD-ROM and Optical Disks

Treat Immediately

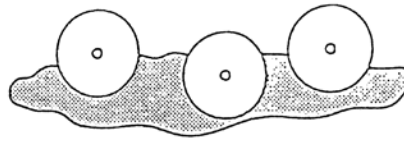
- Remove from water immediately.
- Remove from container.
- **DO NOT BEND OR SCRATCH.**
- Rinse off any dirt, mud with clean, distilled water.
- **DO NOT SOAK.**
- Dip dry in dish drain or rack, vertical, not flat.
- Clean with soft, dry, lintless cloth.
- Move cloth perpendicular to grooves, left to right, up and down.
- **DO NOT MOVE IN CIRCULAR MOTION.**
- Place cleaned compact disks in clean containers.

Replace the disk if:

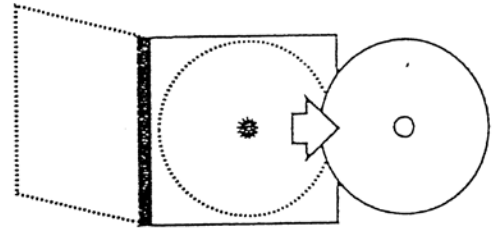
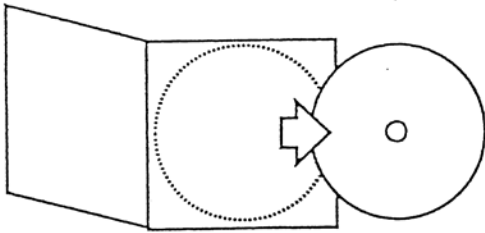
- Mould or condensation forms on disk.
- Deep scratches on surface.
- Disk is not readable or playable.

Water Damaged Optical Disks

① Remove from water ASAP!

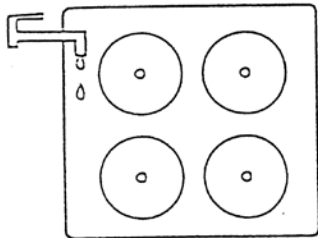


② Remove from cases and cartridges.



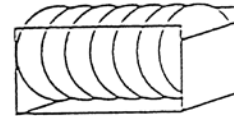
DO NOT BEND OR SCRATCH

③ Rinse off debris with clean water.

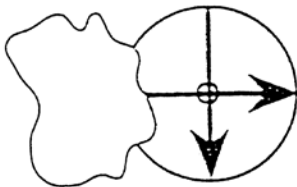


DO NOT SOAK!

④ DRIP DRY.
Vertical, not flat.

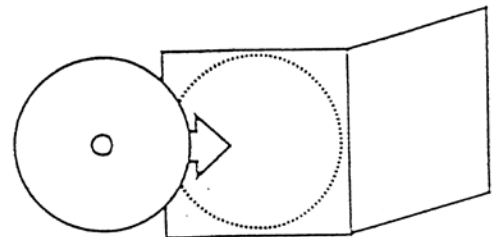
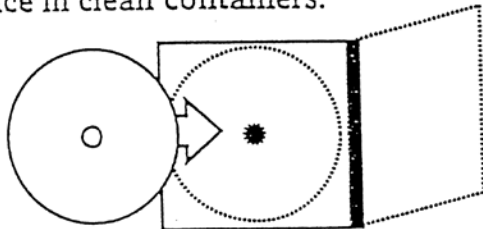


⑤ Clean with soft, lintless cloth. WIPE PERPENDICULAR TO GROOVES.



Not in circular motion!

⑥ Place in clean containers.



Treatment

Treatment of affected area

After the material has been removed for salvage, if the area is determined to be still usable it must be cleaned thoroughly before material is replaced.

- Wash shelving with soap, water and a disinfectant such as liquid Lysol.
- Wash walls, furniture, counters etc.
- Scrub stone walls, furniture, counters etc. as above.
- Paint where necessary.
- Shampoo carpets and apply spray disinfectant.

Treatment

Return of Material to Library

When dry and treated as applicable, books should be sorted as to whether they are in need of:

- Discarding or replacing.
- Commercial rebinding.
- In-house mending.
- More extensive conservation treatment.

When the material is returned it should be kept apart from the main collection in a ventilated and air conditioned "rehabilitation area" for six months. The atmospheric conditions should be 35-45% Rh and temperature not above 18.3 C.

A random inspection for mould-infested material should be conducted daily.

Towards the end of this time the temperature should be gradually changed to duplicate conditions in stack area to which materials are returning.

After the materials are returned to the stack area random monitoring should be continued for at least one year.

Treatment

Insect Infestations

1. In the case of insect infestations, the best practice is to immediately seal the books individually in zip lock bags. (Barcodes need to be visible)
2. Place the sealed bag into a plastic bin.
3. Call the bindery 416-978-2276 or 416-978-5069.
4. The binding department will determine what treatment will follow.

3. POST-DISASTER ANALYSIS

Post Disaster Assessment

A post-mortem should be held to determine "What Went Wrong" and "What Went Right"

A report should be written on the recovery operation and submitted to the Chief Librarian and others as directed.

It is inevitable unforeseen situations will occur. Once the assessment has been completed, the Disaster Plan should be amended to reflect any inadequacies that have been identified.

Finally, please remember that appreciation and recognition must be given to the individuals who helped in the success of the recovery operation.

4. PREVENTION

Prevention

Preventive conservation does not always require expensive or complex care strategies. Much can be done by applying common sense.

Regular checks should be made as a preventive measure for:

Materials should not be stored on the floor. Always use skids to keep material off the floor.

Frayed electrical cords.

Water leaks.

Weather damage.

Garbage or hazardous chemicals lying about.

Problems with heating, air conditioning and electrical systems.

Equipment / machinery unplugged in when not in use.

Routine security checks should be made at closing time for:

Equipment turned off.

Still burning cigarettes and other hazards.

All staff should be aware of the physical layout of the building.

(Floor plans can be printed from <https://updc.utoronto.ca/campus-facilities-planning/building-plans/>)

**5. SALVAGE RECOVERY
RESOURCES**

Special Services

Book Drying

Kevin Hogan
Business Development Specialist - Temporary Climate Solutions

Polygon Property Restoration & Climate Solutions
Polygon Après Sinistre & Solution Climatique

230 Admiral Blvd, Toronto, ON
Office: 9058585894
Mobile: 416-791-1156
Fax: 9058589130

Emergency 24/7 Number: 1-888-702-4782

Kevin.hogan@polygongroup.com
www.polygongroup.com

Cardboard Cartons

In stock, Library stores and Bindery
Sizes 16" x 10" x 10"

416-978-6881
416-978-5069
416-978-2276

Carpet Shampoo

Caretaking (Robarts)

Hours: 9-5

416-978-6252

4pm-12:30pm

416-978-0456

Dehumidification

Polygon: Water Damage Recovery Services
(Kevin Hogan)

1-888-702-4782

Disinfectant

In stock Facility and Services

416-978-6252

Document Reprocessors

Document Reprocessors
40 Railroad Avenue
Rushville, New York 14544

East Coast 24 hrs
West Coast 24 hrs

1-800-4-DRYING
1-800-4-DRYING
585-554-4500
FAX 585-554-4114

www.documentreprocessors

Freeze Dry

Freeze Dry Foods Ltd. (Lisa Horwath)	579 Speers Rd. Oakville L6K 2G4	905-844-1471
---	---------------------------------------	--------------

Freezer Paper, Newsprint

Adelco Glenford Lewis Group	3321 Mc Nicoll Ave Scarborough, Ontario	416-754-2060
-----------------------------	--	--------------

Freezer Plant

Associated Freezers Corp.	3691 Weston Rd.	416-741-7820
---------------------------	-----------------	--------------

Freezer Trucks

Ryder Truck Rental Canada Ltd.(24 hrs.)	672 Kipling Ave.	416-255-4427
Thermo-King of Toronto (24 hrs.)	6243 Netherhart Road	905-564-2800
		905-458-5555

Mops

Caretaker		416-978-6252
-----------	--	--------------

Polygon

Polygon: Water Damage Recovery Services (Kevin Hogan)		1-888-702-4782
--	--	----------------

Paper Towels

Caretaker		416-978-6252
-----------	--	--------------

Polyethylene Sheeting

(10' ROLLS)

In stock, Procurement Office and Bindery		416-978-6881
		416-978-5069
		416-978-2276

Transportation

Consolidated Moving & Cartage 542 Mt. Pleasant Road		416-922-9595
---	--	--------------

Water Extraction Pumping

Polygon: Water Damage Recovery Services (Kevin Hogan)		1-888-702-4782
--	--	----------------

(Floor plans can be printed from <https://updc.utoronto.ca/campus-facilities-planning/building-plans/>)