



**Grand Lodge of Canada
In the Province of Ontario**

**Building Compliance Policy &
Procedures Manual**

Building Compliance Policy: Version 1: December 2012

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1 Lodge Building Compliance Summary:

This section contains a very brief summary of the document contents below. Please ensure you read the entire document.

Policy

Every Masonic building in which Lodges of this jurisdiction meet, regardless of whether it is owned, rented or leased, by the Lodge or a group of Lodges as a Temple Corporation, must be compliant with local fire, health, safety and municipality code requirements.

Key Dates:

June 01, 2013: All buildings must have an inspection scheduled

Aug 01, 2013: All buildings must have an inspection completed and the inspection report submitted to the Committee

Oct. 01, 2013: Lodges will be subject to removal of warrant if inspection reports are not received and compliance plan has not been presented.

2 Lodge Building Compliance Policy Overview:

For many, many years, this Grand Lodge wrestled with the increasingly poor conditions of our Lodge meeting places. Financial concerns, safety concerns and liability concerns among others have been causing increased headaches not only within our Lodges but within our Grand Lodge. The time had come when we, collectively, must take accountability for the actions necessary to ensure we do the very best we can to avoid any major accidents, with possible related deaths.

In June 2012, we decided to act on these concerns. We directed that **all Lodges and Temple Corporations must begin the process of seeking current compliance to all fire, health, safety and municipality code requirements.**

An Ad Hoc Committee, chaired by R.W. Bro. Perry McConnell, was appointed in July 2012 to determine the policy and procedures required to achieve such compliance.

To address concerns of Lodges and Temple Corporations about what was going on, the Grand Master published the following in the Oct 2012 DDGM Communique:

- Do we care about the health and safety of our Members: absolutely yes.
- Do we recognize that some premises are not meeting current safety standards: yes
- Do we recognize the liability issues involved for the Lodges, Temple Corporations and Grand Lodge: yes

- Is it time for us all to become involved in making any necessary upgrades or improvements to meet standards: yes
- Do we recognize that having taken years to reach this state, we will not be able to rectify things and achieve compliance overnight: yes
- Do we recognize that compliance to standards must be an ongoing process: yes
- Do we acknowledge that the process of compliance will involve a financial commitment on the part of Lodges and Temple Corporations: yes
- Do we recognize that changes and upgrades to meet standards will take time to implement: yes
- Do we understand that Lodges and Temple Corporations that are not compliant will have to put together a plan for the changes required to become compliant and that this plan may be short term for some and longer term for others: yes

This project is not intended to put any Lodge out of existence. It is however necessary for us as the keeper of our Masonic homes, to ensure that each and every member of each and every Lodge can be assured that when he attends Lodge, his health and physical safety is of the uppermost importance.

This document describing the policy and the procedures for compliance is the result of the work of the Committee.

It addresses the three major steps in compliance:

- how to determine if a building is in compliance
- plans for dealing with non-compliance issues
- making those changes necessary to achieve compliance

This document contains two sections:

- The Grand Lodge Building Compliance Policy
- The Building Fire Safety Plan

3 Grand Lodge Building Compliance Policy:

Every Masonic building in which Lodges of this jurisdiction meet, regardless of whether it is owned, rented or leased, by the Lodge or a group of Lodges as a Temple Corporation, must be compliant with local **fire, health, safety and municipality code requirements**.

In addition, every Masonic building in which Lodges of this jurisdiction meet, regardless of whether it is owned, rented or leased, by the Lodge or a group of Lodges as a Temple Corporation, must have a **Building Fire Safety Plan** in place.

We repeat that, this project is not intended to put any Lodge out of existence. It is however necessary for us as the keeper of our Masonic homes, to ensure that each and every member of each and every Lodge can be assured that when he attends Lodge, his health and physical safety is of the uppermost importance.

Inspection: Definition

In this document, an 'inspection' is defined as "a non-regularly scheduled, owner/tenant initiated "Fire and Life Safety" inspection, normally called a Retrofit inspection in the Ontario Fire Code (OFC)."

Note on Temple Corporations and Other Owners:

If the building is owned by a third party non-masonic Owner or owned or administered by a Temple corporation, why are the Lodges responsible for ensuring that the building is in compliance local fire, health, safety and municipality code requirements?

While Grand Lodge has no power by the Constitution on how third party owned buildings or Temple Corporations are operated and has no power to force a third party owner or Temple Corporation to have an inspection, Grand Lodge does have control over the Lodges meeting in those buildings in so far as safe premises are concerned.

4 Grand Lodge Building Compliance – Inspection Procedures - Lodges:

Steps to achieving Building Compliance for Lodges

4.1 Step 1: Scheduling an Inspection:

Lodges that own Lodge buildings must contact the local Municipal Fire Services or their designated agent where the Lodge building resides and schedule a non-regularly scheduled, owner/tenant initiated "Fire and Life Safety" inspection, normally called a Retrofit inspection in the Ontario Fire Code (OFC) of the premises at least once every three years.

Note: See below for timing of inspections

4.2 Step 2 Performing the Inspection:

The non-regularly scheduled, owner/tenant initiated "Fire and Life Safety" inspection, (Retrofit inspection in the OFC) will be performed by the Fire Marshall or his designated representative

The Lodge must have at least two Brethren present during the inspection and their names and signatures must be included in the report

The inspection will include but not limited to the following **four areas of concern**:

1. Containment: Fire separation between occupancies and the protection of openings in fire separations
2. Means of egress: Number, location and design of exits and lighting
3. Fire Alarm and Detection: Design and operation of fire alarm systems
4. Suppression: Provisions for firefighters

The Ontario Fire Code (OFC) and the Inspectors or their agents that enforce it will determine compliance in each case, considering fire and life safety and general building safety. The required permits, forms and proper signatures will be handled by the Fire Service. In addition, as part of the inspection, they will be able to outline the definition of compliance from the Ontario Building Code and the Ontario Fire Code and how it applies in general and to specific cases where alternative solutions to the standard requirements may be substituted.

Inspection Costs:

Although costs for the Retrofit inspection in the Ontario Fire Code vary from municipality to municipality, the costs are estimated at approximately \$150.00- \$250.00. The Lodge must pay for the inspection.

4.3 Step 3 Reporting the Inspection Results:

The OFC Inspectors or their agents will present a report of the Retrofit inspection to the Lodge Secretary as soon as possible after the inspection.

The Lodge Secretary, after ensuring that the two Lodge representatives in attendance at the inspection have read the report, will send a copy of the inspection report (and the Building Fire Safety Plan), including the names and signatures of the two Lodge or Temple Corporation members to the District Deputy Grand Master.

The District Deputy Grand Master will in turn forward the report to the Chairman of the Grand Lodge Building Committee.

If the inspection report indicates that building compliance has been achieved, no further action is required until the date of the next regularly scheduled inspection.

If the inspection report indicates that building compliance has NOT been achieved, the following step (Acting on the Inspection Results) must be executed.

4.4 Step 4 Acting on the Inspection Results:

When the inspection report indicates that the building is **not in compliance**, the inspection report will contain conditions that must be satisfied in order to achieve compliance. The Lodge must then create a **building compliance plan** to implement the necessary changes.

The building compliance plan must contain details of all work required and specific timelines for implementation.

The building compliance plan must be submitted to the District Deputy Grand Master, who will forward it to the Chairman of the Grand Lodge Building Committee.

5 Grand Lodge Building Compliance –Inspection Timings - Lodges:

5.1 Initial Inspections:

5.1.1 Timing of Initial Inspections (2013):

The following deadlines pertain to the introduction of the Compliance Policy in 2013.

On or before June 01, 2013, Lodges that own Lodge buildings will be required to show documentation to their District Deputy Grand Master stating that they have contacted the Municipal Fire Services or their designated agent where the Lodge building resides to schedule an inspection, including the date on which the inspection is scheduled to be completed.

The building inspections must be completed by Aug 01 2013.

Any building compliance plans required as a result of conditions identified in the inspection report must be submitted to the Chairman of the Grand Lodge Building Committee by the District Deputy Grand Master by Oct 01, 2013.

5.1.2 Failure to comply with Initial Inspection deadlines:

On Aug 01, 2013 if the above mentioned inspection report (and the Building Fire Safety Plan) has not been forwarded to the Chairman of the Grand Lodge Building Committee by the District Deputy Grand Master that District Deputy Grand Master will return to the above mentioned Lodge and issue a written warning that compliance to this edict is mandatory with the caution that the next step is possible removal of their Warrant. A

copy of the written warning will be submitted to the Chairman of the Grand Lodge Building Committee.

On Oct. 01, 2013 if the above mentioned inspection report (and the Building Fire Safety Plan and Building Compliance Plan, if required) has not been forwarded to the Chairman of the Grand Lodge Building Committee by the District Deputy Grand Master, indicating that the Lodge has still not submitted the inspection report, then the Lodge will be advised their Warrant is being suspended.

5.2 Regularly Scheduled (Repeat) Inspections:

5.2.1 Timing of Regularly Scheduled (Repeat) Inspections:

The building inspection must be performed regularly every three years.

The following years shall be designated as Inspection years;

The first 22 of the Districts in alphabetical order: 2016, 2019 and every 3 years thereafter.

The remainder of the Districts: 2017, 2020 and every 3 years thereafter.

5.2.2 Failure to comply with Regularly Scheduled (Repeat) Inspection deadlines:

If at the end of **six (6) months** since the date of the last regularly scheduled inspection, the new inspection report ((and the Building Fire Safety Plan) has not been forwarded to the Chairman of the Grand Lodge Building Committee by the District Deputy Grand Master, that District Deputy Grand Master will return to the above mentioned Lodge and issue a written warning that compliance to this edict is mandatory with the caution that the next step is possible removal of their Warrant.

If at the end of **twelve (12) months** since the date of the last regularly scheduled inspection, the new inspection report (and the Building Fire Safety Plan) has not been forwarded to the Chairman of the Grand Lodge Building Committee by the District Deputy Grand Master, indicating that the Lodge or Temple Corporation has still not submitted the inspection report, then said Lodge be advised their Warrant is being removed.

Example: If a Lodge building is scheduled for a regular inspection in January 2015, and the report has not been submitted by July 2015, the DDGM will issue the written warning. If the inspection report still has not been received by Jan 2016, the warrant is subject to removal.

6 Grand Lodge Building Compliance – Inspection Procedures – Temple Corporations/Other Owners:

Steps to achieving Building Compliance when a Lodge is part of a Temple Corporation or the Lodge rents or leases meeting space from a third party non-masonic building owner.

6.1 Step 1: Scheduling an Inspection:

Note on Temple Corporations and Non-Masonic Owners:

If the building is owned by a non-masonic third party, or owned or administered by a Temple corporation, why are the Lodges responsible to ensure the building is in compliance with codes? While Grand Lodge has no power by the Constitution on how third party owned buildings or Temple Corporations are operated and has no power to force a third party owner or Temple Corporation to have an inspection, Grand Lodge does have control over the Lodges meeting in those buildings in so far as safe premises are concerned.

Lodges that rent Lodge buildings from third party non-masonic owners, or Lodges that have or are part of a Temple Corporation that owns a Lodge building must be provided with written proof from the third party non-masonic Owner or the Temple Corporation that the local Municipal Fire Services or their designated agent where the Lodge building resides has scheduled a non-regularly scheduled, owner/tenant initiated "Fire and Life Safety" inspection, normally called a Retrofit inspection in the Ontario Fire Code (OFC) of the premises at least once every three years.

Note: See below for timing of inspections

6.2 Step 2 Performing the Inspection:

The non-regularly scheduled, owner/tenant initiated "Fire and Life Safety" inspection, (Retrofit inspection in the OFC) will be performed by the Fire Marshall or his designated representative.

If the building is owned by a Temple Corporation, at least two Brethren representing the Temple Board, must be present during the inspection and their names and signatures must be included in the report.

If the building is owned by a non-masonic third party, the Lodge does **not** require two members present during the inspection.

The inspection will include but not limited to the following **four areas of concern:**

5. Containment: Fire separation between occupancies and the protection of openings in fire separations
6. Means of egress: Number, location and design of exits and lighting

7. Fire Alarm and Detection: Design and operation of fire alarm systems
8. Suppression: Provisions for firefighters

The Ontario Fire Code (OFC) and the Inspectors or their agents that enforce it will determine compliance in each case, considering fire and life safety and general building safety. The required permits, forms and proper signatures will be handled by the Fire Service. In addition, as part of the inspection, they will be able to outline the definition of compliance from the Ontario Building Code and the Ontario Fire Code and how it applies in general and to specific cases where alternative solutions to the standard requirements may be substituted.

Inspection Costs:

Inspection costs will be the responsibility of the building owner or Temple Corporation that owns the building. Although costs for the Retrofit inspection in the Ontario Fire Code vary from municipality to municipality, the costs are estimated at approximately \$150.00 – 250.00.

6.3 Step 3 Reporting the Inspection Results:

The OFC Inspectors or their agents will present a report of the Retrofit inspection to the Owner as soon as possible after the inspection. The Secretary of each Lodge that meets in the building must acquire a copy of the Retrofit Inspection report from the Owner(s).

If the building is owned by a non-masonic third party, the Lodge must acquire a copy of the Retrofit Inspection report from the Owner(s) and the Lodge Secretary will send a copy of the inspection report (and the Building Fire Safety Plan), to the District Deputy Grand Master.

If the building is owned by a Temple Corporation, the Lodge Secretary, after ensuring that the two Temple Board representatives in attendance at the inspection have read the report, will send the copy of the inspection report (and the Building Fire Safety Plan), including the names and signatures of the two Temple Corporation members to the District Deputy Grand Master.

The District Deputy Grand Master will in turn forward the report to the Chairman of the Grand Lodge Building Committee.

If the inspection report indicates that building compliance has been achieved, no further action is required until the date of the next regularly scheduled inspection.

If the inspection report indicates that building compliance has NOT been achieved, the following step (Acting on the Inspection Results) must be executed.

6.4 Step 4 Acting on the Inspection Results:

When the inspection report indicates that the building is **not in compliance**, the inspection report will contain conditions that must be satisfied in order to achieve compliance.

If the building is owned by a non-masonic third party, the Lodge Secretary must obtain written evidence from the Owner of the plans to achieve compliance, and forward that documentation to the District Deputy Grand Master, who will forward it to the Chairman of the Grand Lodge Building Committee.

The building compliance plan must contain details of all work required and specific timelines for implementation.

If the building is owned by a Temple Corporation, the Temple Corporation must create a compliance plan and forward a copy of the plan to the Secretaries of all Lodges that meet in the building. The Lodge Secretary will forward that documentation to the District Deputy Grand Master, who will forward it to the Chairman of the Grand Lodge Building Committee.

7 Grand Lodge Building Compliance –Inspection Timings – Temple Corporations/Other Owners:

7.1 Initial Inspections:

7.1.1 Timing of Initial Inspections (2013):

The following deadlines pertain to the introduction of the Compliance Policy in 2013.

On or before June 01, 2013, Lodges that rent Lodge buildings or Lodges that have or are part of a Temple Corporation that owns a Lodge building will be required to show documentation to their District Deputy Grand Master stating that the third party non-Masonic Owner or a representative of the Temple Corporation has contacted the Municipal Fire Services or their designated agent where the Lodge building resides to schedule an inspection, including the date on which the inspection is scheduled to be completed.

The building inspections must be completed by Aug 01 2013.

Documentation of any Building Compliance Plans required as a result of conditions identified in the inspection report must be submitted to the Chairman of the Grand Lodge Building Committee by the District Deputy Grand Master by Oct 01, 2013.

7.1.2 Failure to comply with Initial Inspection deadlines:

On Aug 01, 2013 if a copy of the above mentioned inspection report (and the Building Fire Safety Plan) has not been forwarded to the Chairman of the Grand Lodge Building Committee by the District Deputy Grand Master that District Deputy Grand Master will return to the above mentioned Lodge and issue a written warning that compliance is mandatory with the caution that the next step is possible removal of the Warrant. A copy of the written warning will be submitted to the Chairman of the Grand Lodge Building Committee.

On Oct. 01, 2013 if the above mentioned inspection report (and the Building Fire Safety Plan and Building Compliance Plan, if required) has not been forwarded to the Chairman of the Grand Lodge Building Committee by the District Deputy Grand Master, indicating that the third party non-Masonic Owner Lodge or Temple Corporation has still not submitted the inspection report, then the Lodge will be advised that the Warrant is being removed.

7.2 Regularly Scheduled (Repeat) Inspections:

7.2.1 Timing of Regularly Scheduled (Repeat) Inspections:

The building inspection must be performed regularly every three years.

The following years shall be designated as Inspection years;

The first 22 of the Districts in alphabetical order: 2016, 2019 and every 3 years thereafter.

The remainder of the Districts: 2017, 2020 and every 3 years thereafter.

7.2.2 Failure to comply with Regularly Scheduled (Repeat) Inspection deadlines:

If at the end of **six (6) months** since the date of the last regularly scheduled inspection, a copy of the new inspection report (and the Building Fire Safety Plan) has not been forwarded to the Chairman of the Grand Lodge Building Committee by the District Deputy Grand Master, that District Deputy Grand Master will return to the above mentioned Lodge and issue a written warning that compliance to this edict is mandatory with the caution that the next step is possible removal of their Warrant.

If at the end of **twelve (12) months** since the date of the last regularly scheduled inspection, a copy of the new inspection report (and the Building Fire Safety Plan) has not been forwarded to the Chairman of the Grand Lodge Building Committee by the District Deputy Grand Master, indicating that the Lodge or Temple Corporation has still not submitted the inspection report, then said Lodge be advised their Warrant is being removed.

Example: If the building in which the Lodge meets is scheduled for a regular inspection in January 2015, and the report has not been submitted by July 2015, the DDGM will issue the written warning. If the inspection report still has not been received by Jan 2016, the warrant is subject to removal.

8 Grand Lodge Building Compliance – Accountabilities:

8.1.1 Lodges:

Each Lodge that owns its building is accountable for having the inspection, as defined above, scheduled and completed within the necessary timeframes.

The Lodge Secretary is accountable for ensuring that the proper inspection reports (and the Building Fire Safety Plan) are submitted to the District Deputy Grand Master. This includes the signatures of the two members in attendance when the inspection was performed.

Lodges that rent premises in third party non-Masonic Owned buildings, or Lodges that meet in buildings owned by a Temple Corporation must ensure that a copy of the proper inspection reports (and the Building Fire Safety Plan) are submitted to the District Deputy Grand Master by the Lodge Secretary. For Temple Corporations, this includes the signatures of the two members of the Temple Corporation in attendance when the inspection was performed.

8.1.2 Temple Corporations:

Temple Corporations must be designated as being accountable for having the inspection, as defined above, completed within the necessary timeframes. The Lodge Secretary of each Lodge meeting in the building is accountable for ensuring that a copy of the proper inspection report is submitted to the District Deputy Grand Master.

8.1.3 Non-Masonic Third Party Buildings Owners:

When the Lodge rents premises in a building owned by a third party non-Masonic Owner, the Owner is accountable for ensuring that the inspection is completed and must provide a copy to the Lodge Secretary. The Lodge Secretary is accountable for ensuring that a copy of the proper inspection report is submitted to the District Deputy Grand Master.

8.1.4 District Deputy Grand Masters:

The District Deputy Grand Master is accountable for receiving the inspection reports (and the Building Fire Safety Plan) from each Lodge in the District and forwarding the report to the Chairman of the Grand Lodge Building Committee in a timely manner. Note that in the case of third party non-Masonic Owned buildings or Temple Corporation Owned buildings, the Lodge Secretary is responsible for ensuring that copies of the necessary inspection reports are submitted to the District Deputy Grand Master.

The District Deputy Grand Master is accountable for issuing written warnings to Lodges that fail to submit an inspection report by the appropriate deadline, indicating that loss of the warrant is possible.

Data to be maintained by the District Deputy Grand Master:

- Lodge Building Compliance Report:
- Lodge Owns Building? (yes/no)
- Temple Corporation Owns Building? (yes/no)
- Lodge Rents Building? (yes/no)
- Lodge Building Address:
- Lodge Secretary Name:
- Lodge Signature 1:
- Lodge Signature 2:
- Date of Inspection:
- Date Inspection Report Submitted to Chairman Grand Lodge Building Committee:
- Date Fire Safety Plan Submitted to Chairman Grand Lodge Building Committee:
- Date of Return inspection (if applicable):
- Written Warning Issued? (yes/no):
- Date Written Warning Issued:
- Building Compliance Plan required? (yes/no)
- Building Compliance Plan filed with Chairman Grand Lodge Building Committee:
- Expected Date Compliance to be achieved:
- Date of Next Regularly Scheduled Inspection:

8.1.5 Chairman of Lodge Buildings Committee:

Accountable for collecting inspection reports from all District Deputy Grand Masters and regularly reporting to the Deputy Grand Master, the Grand Master, and the Board of General Purposes, a list of Lodges or Temple Corporations that have not submitted proper inspection reports by the appropriate deadline.

9 Building Fire Safety Plan:

The Fire Code is a provincial regulation made under Part IV of the Fire Protection and Prevention Act, 1997. Section 2.8 of the Fire Code requires any building where assemblies take place to have a “Fire Safety Plan”.

A template for a Fire Safety Plan will be distributed with the Grand Lodge Building Compliance Policy and Procedures document.

Note that the template contains procedures **representative** of those procedures that could be used in a typical public assembly building. The plan prepared by the Lodge or Temple Corporation must be modified to reflect the actual conditions in the Lodge building or Temple Corporation building.

Note: it is the Owner of the building that must create and implement the Fire Safety Plan.

After the plan has been prepared, it must be submitted to the **Chief Fire Official** for **approval**. Once **approved**, the **owner** is responsible for implementing the Fire Safety Plan and training all staff in their respective duties. It is also the **owner’s** responsibility to ensure that all visitors and staff are informed of what to do in case of fire or when the fire alarm sounds. During a fire emergency, a copy of the **approved** Fire Safety Plan shall be available for responding fire department. This may be delivered by hand or, provided in a location **approved** by the **Chief Fire Official**

A copy of the Building Fire Safety Plan must be submitted by the Lodge or Temple Corporation to the District Deputy Grand Master, along with the Building Inspection Report for each regularly scheduled inspection.

The District Deputy Grand Master must submit the Fire Safety Plan to the Chairman of the Grand Lodge Building Committee along with the Building Inspection Report.