# DUNCAN

# TOTEM POLE REFURBISHMENT

Application

# **APPLICANT INFORMATION**

Artist/Carver Name*:	Date:		
Mobile Phone No:	Email:		
Mailing Address:	City: Postal Code:		
Company Name (if applicable):			
Other Artist/Carver(s)*:	Email:		
Address:	City: Postal Code:		
Mobile Phone No.:			

\*If applicable, please attach a biography of all artists that will be working on the pole, and previous works completed.

Personal information you provide on this form is collected pursuant to section 26 of the *Freedom of Information and Protection of Privacy Act* and will only be used for the purpose of processing this application. Your personal information will not be released except in accordance with the *Freedom of Information and Protection of Privacy Act*. Questions about the collection of your personal information may be referred to the Corporate Services Coordinator by email: <u>duncan@duncan.ca</u> or phone: 250-746-6126.

Date:

**Original Artist:** 

# TOTEM POLE INFORMATION

Examiner:

Totem Name:

Location:

Height:

Width:

# TOTEM CONDITION REPORT

	TL	TR	
EL	CL	CR	ER
	BL	BR	

1 = Object in jeopardy						
2 = Needs attention						
3 = Needs minor repair						
4 = Needs further eva	luation					
5 = Needs no work						
Areas requiring conse	ervation:					
TL – Top Left TR – Top Right						
CL – Centre Left	CR – (	Cen	tre	Ri	ght	
3L – Bottom Left	BR – Bottom Right					
EL – Extension Left	ER – Extension Right					
Other areas of concer	n:					

From the noted conditions above, please provide what necessary repair is needed. If additional space is needed please use separate sheet:

Defects: (See Glossary)	Remarks:
Chip:	
Crack(s):	
Crocking:	
Disjoin:	
Dry rot:	
Leaning:	
Missing element:	
Mold:	
Pest damage:	
Soil:	

# **GLOSSARY:**

Chip: A defect in the surface caused by material that has been broken away.

**Crack:** A surface fracture or fissure across or through a material, either straight-line or branching in form; no loss is implied. A crack may be described as **blind** when it stops part way; as **hairline** when it is a tiny fissure; and as **open** when it is a large fissure.

**Crocking:** Rubbing off of colour, resulting in the loss of dyestuff but not loss of fibre.

**Disjoin:** A partial or complete separation of a join between two members of an object, as distinguished from a crack, tear, check, split.

**Dry rot:** Decay of seasoned timber caused by fungi that consume the cellulose of wood, leaving a soft skeleton that is readily reduced to powder.

Leaning: a deviation from the vertical alignment of the totem.

Missing element: Loss of an integral component (e.g. wing).

**Mold:** Biological in nature, mold or mildew can be in the form of **foxing**; of coloured, furry or web-like surface excrescences; and/or of musty colour.

Pest damage: Surface loss, tunnelling, holes flyspecks, etc., obviously caused by insects or other pests.

**Soil:** A general term denoting any material that dirties an object. Dust is loose soil generally distributed on surfaces; grime is soil tenaciously held on surfaces; a smear and a fingerprint are types of local grime. A spatter or run is the result of dried droplets or splashes of foreign material.

PROPOSED REFURBISHMENT					
Location Address:	-				
Start date:	Completion Date	:			
Additional sub-contractors:					
Additional requests:					
Total quoted cost to complete, including ou	utlined expenses below: \$				
• Once completed, please scan and email a copy of the application to: <u>duncan@duncan.ca</u> , or you may drop off in person at City Hall, 200 Craig Street, between 8:30 a.m. and 4:00 p.m. Monday-Friday, or in the drop box.					
APPLICANT SIGNATURE		DATE			
OFFICE USE ONLY					
Security Deposit (if applicable):	Date Received:				
Proof of Liability Insurance (if applicable):	Date Received:				
Other:	Date Received:				
ADDITIONAL CONDITIONS					
	•				

Permission to commence is hereby given upon satisfactory receipt of the foregoing and subject to the terms and additional conditions outlined above.

**DIRECTOR OF PUBLIC WORKS & DEVELOPMENT SERVICES** 

DIRECTOR OF FINANCE

CHIEF ADMINISTRATIVE OFFICER

DATE

DATE

DATE

# TOTEM POLE REFURBISHING PROPOSAL GUIDELINES

Thank you for your interest in quoting on this totem pole refurbishing.

# Minimum Quote details:

- Application Form filled out
- Confirmation of timelines for refurbishment and start date
- Details of individuals or sub-contractors who would assist
- Details on what additional repairs are necessary for each pole (e.g. wood patching, wing replacement, etc.)
- Confirmation of where the work should take place (on site or at the public works yard if necessary).
- What, if any, additional assistance will be necessary from our Public works department (e.g. scaffolding, 3rd ladder, etc.)

# **Refurbisher's Responsibility:**

- Sheet metal and installation on each pole if currently doesn't have
- Scrub and clean the pole
- Repairs described in carver's proposal in addition to basic requirements listed here
- Repaint the pole exactly as is, ensure match original paint colours
- Apply borate to the pole after refurbishment (NOT linseed oil)
- Replacing the cap of the pole at the top if the existing cap is damaged

# Expenses included with the refurbishing of the poles:

- Paint
- Paintbrushes and miscellaneous supplies
- Glue for minor cover-ups or to fix minor deteriorated spots or patches
- Quality wood preservative oil/borate
- TPS and rez cleaner
- Scrub brushes, buckets, etc.
- Any travel necessary
- Any assistant fees and expenses
- Daily meals
- All incidentals

# The City will provide:

- Pest control where needed
- Initial power washing if requested (under 2000 psi so not to damage the pole)