Annual Unit Inspections

Purpose of the policy

* To set up consistent, standardized unit inspections.
* To identify and complete maintenance needed to keep units in good repair and marketable.
* To gather the information necessary to: help prepare the annual maintenance plan and budget review, as needed, the capital replacement plan.

Policy

1. Units will be inspected annually by an inspection team of at least two people.  
  
2. Non co-operative, argumentative, abusive behaviour towards the inspections team will not be tolerated.  
  
3. The co-op will provide two to four weeks notice prior to unit inspection, with the sign up sheet posted on the notice board in the lobby.  
  
4. The co-op will make reasonable effort to conduct inspections at a time convenient to the member and with the member present.  
  
5. Members may request that a unit inspection be done in their absence. They must provide written permission to the Maintenance Committee specifying purpose and date and time of access permitted.  
  
6. If a member fails to respond to two attempts to schedule and/or carry out a unit inspection, they will be given 24 hours written notice that access is required. The co-op will inspect the unit at the date and time specified in the notice.  
  
7. The unit inspection team and the members jointly complete the inspection form. In the event of damage caused by the member, the unit inspection team will present a request for repair with a timeline to the member which the member will sign in agreement.

Procedures needed to carry out this policy

1. Scheduling unit inspection process; letter and sign-up sheet to be publicly posted.  
  
2. List of member and/or co-op maintenance responsibilities.  
  
3. Standard forms: rating system and inspection form itemized process and tracking form for repairs and responsibility of repairs co-op request for repair form that includes timeline  
  
4. Unit maintenance file.  
  
5. Process for filing and reporting inspection results  
  
6. Training for inspection team members.

Maintenance: annual unit inspections policy discussion