Building Exterior

Purpose of the policy

* To identify the responsibilities of members and the co-op in keeping building exteriors and property in good repair and marketable, and
* To prolong the life of co-op buildings and property through planning and routine and preventative maintenance

Policy

**Member responsibilities**

1. The General Membership is responsible for carrying out designated chores and participating in work parties.

2. Members must immediately report, in writing to Maintenance Committee, any building or property damage or needed repairs that may pose a health, safety, or financial risk to the co-op.

3. The courtyard, house porch, and grounds must be kept clean and tidy.

4. Common areas may not be used for storage.

5. Garbage and recycling must be stored and disposed of as defined in the maintenance procedures.

6. Members must obey municipal regulations regarding fire codes, emergency access, etc.
 **Co-op responsibilities**

7. Co-op buildings and property must be kept in a sufficient state of upkeep and repair to make sure that there is: no health or safety risk to people or undue financial risk to the co-op a reasonable life expectancy for buildings and co-op property, and an enhanced and continued marketability of the co-op.

8. Co-op tools and equipment will be kept in proper working order.

9. The co-op will clean, paint, maintain, repair or replace co-op property and building exterior items according to the co-op maintenance and capital plan schedules to ensure the health, safety, and security of the co-op.

10. The co-op will establish and follow a regular schedule of inspection and preventative maintenance routines for common areas and building exterior.

11. The co-op will establish and follow a regular schedule of inspection and preventative maintenance routines for major building components, machinery, and fire protection equipment.

12. The co-op will establish a rotating chore system, and monitor its effectiveness.

13. The co-op will use licensed professional trades people for necessary plumbing, electrical, and other work as required by building codes.

Procedures needed to carry out this policy

1. Inspection and maintenance schedules, and itemized checklist, for major building components, machinery and fire protection equipment, in compliance with warranties or service contracts.

2. Inspection and maintenance schedules, and itemized checklist, for common areas and building exterior.

3. Guidelines for storage and disposal of garbage, recycling, and compost/garden waste.

4. Procedures for hiring contractors and awarding contracts (ie. number of quotes required, who hires, how decisions are made, WSBC coverage, professional vs non-professional, security checks, etc).

5. List and definition of common areas.