Flooring

Purpose of the policy

* To maintain co-op property and set out co-op requirements for suitable flooring in units.
* To set out co-op requirements for members who wish to alter or improve the flooring in their units.

Definitions

In this policy, age of flooring means the time since the last flooring installation in that room.

Policy

(Approved: Feb 25, 2009)

Co-op responsibilities

1. The co-op will pay the cost of purchasing and installing the co-op's standard quality of the approved type of flooring in suites.  
  
2. The standard approved type of flooring will be:

* wall-to-wall carpet and underlay, in bedrooms, hallways and living  areas
* linoleum in kitchens and bathrooms.
* appropriate subfloor/insulation

Preference/priority will be given to products that follow LEED standards

3. Each year, members will have the opportunity to ask the co-op:  
  
(a) to replace or refinish flooring in their suite, if the age of the flooring in the room is greater than the flooring's standard life expectancy. The standard life expectancies are:

* wall-to-wall carpet: 10 years.
* linoleum: 12 years.

(b) to refurbish existing wood floors or other surfaces as approved by the co-op, if the recommended time for routine refurbishing has passed.

* guideline: every 12 years (may change with particular flooring requirements)

All requests will be considered by the Maintenance Committee, which will approve or decline requests as outlined below…

Member responsibilities

4. Members are responsible for the maintenance of the flooring in their suite including carpet cleaning, to make sure that there is:

* no health or safety risk to residents, and
* a reasonable life expectancy for the flooring.

Members will report problems to the co-op using the standard maintenance request form.

5. On move-out, a member may be held responsible for damage or wear and tear to flooring that is inconsistent with the flooring's life expectancy.

6. A member may, under extraordinary circumstances, replace the flooring in their suite at their own expense with flooring of the approved type that meets or exceeds the co-op's standard quality, subject to the approval of the Maintenance Committee.

7. When it is the co-op's responsibility to replace flooring, a member may choose to upgrade the quality of flooring of the approved type or a non-standard type (with the Maint. Comm approval) to be installed in their suite, but the extra costs of purchase and installation will be at the member's expense.

8. Other types of flooring (e.g. wooden floors, other resilient materials), may only be installed with the approval of the Maintenance Committee and subject to any conditions the Maintenance Committee may impose. Such approval will only be granted if the following conditions are met:

-    the Committee is satisfied that there is no history of noise complaints from the suite underneath, or that the flooring change will not worsen the situation.  
-    the Member provides a written assurance:

* to take care that those living in the suite underneath are not inconvenienced by additional noise as a result of the choice of flooring,
* to deal promptly with any resulting complaints and take additional measures if necessary (e.g. use of area rugs, removal of shoes, modifying times or nature of activities),
* to pay for the cost of replacing the flooring with flooring of the approved type if complaints continue and cannot be resolved.

-    the member provide written details to the Maintenance Committee about the flooring material and regular maintenance requirements.

9. Suite flooring will be replaced or upgraded in rooms on the following priority basis:  
  
   1. where the nature of the existing flooring presents a safety risk to residents;  
   2. as part of a move-out/move-in when flooring meets criteria for replacement;  
   3. where a Member has requested flooring replacement and the flooring has exceeded its life expectancy;  
   4. where noise issues cannot be resolved, flooring may be upgraded (ie subflooring).

Procedures

1. Standard quality for flooring installations in member suites [updated based on prices from preferred supplier].

2. Specifications for sub-flooring and installation.

3. Record of last flooring replacement.  Maintenance Committee to inspect flooring 1 year post repair/replacement to ensure up to standard.

4. Procedure for allocating flooring capital budget, based on the priorities set out in policy.

5. Member's application form for flooring replacement, including non-reimbursement clause.