Unit Maintenance

Purpose of the policy

* To maintain co.op property and set out co.op requirements for members who wish to alter or improve their units.
* To identify the responsibilities of members and the co.op in keeping units in sustainable, good repair.

Policy

Member responsibilities

1.   Units must be kept in a sufficient state of repair and cleanliness to make sure that there is:

* no health or safety risk to members,
* no undue financial risk to co-op, and
* a reasonable life expectancy for capital items.

2.   Members are responsible for care, cleaning, maintenance and minor repairs as defined in the maintenance procedures.  
  
3.   Members must immediately report, in writing, damage or needed repairs in their unit to the Maintenance Committee.  
  
4.   Hazardous materials, not including paint, cannot be stored on the premises.     
  
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.   Units will be maintained to ensure the health, safety and comfort of members and the continued marketability of units.  
  
9.   Appliances supplied by the co-op will be kept in working order and useable condition.  
  
10.   The co-op will replace capital items according to the capital plan schedule.

* to improve unit marketability
* where move-out makes replacement convenient and cost effective, and
* as needed due to extraordinary wear or damage.

11.   The co-op will use licensed professional trades people for necessary plumbing, electrical and other work as required by building codes.  
  
12.   The co-op will conduct inspections in accordance with the co-op.s unit inspection policies to identify and schedule necessary maintenance. (2007-9-18)

Procedures needed to carry out this policy

1.   Member responsibilities: suite cleaning and repairs  
  
Regarding the division of responsibility between the co-op and the member, the following general guidelines will apply:

* Small surface repairs are to be carried out by the member.
* Members will also change their own bulbs and are encouraged to use energy efficient lighting, unless the member is physically unable to do so, and they are encouraged to ask for the assistance of an able-bodied member.
* Repairs requiring the dismantling, taking apart, rewiring, or replacing are the responsibility of the co-op upon assessment by the Maintenance Co-ordinator.

2.   Itemized list of unit items, necessary maintenance, and whether the member or co-op is responsible for maintenance and associated costs.  
  
3.   Storage and disposal of garbage and recycling.  
  
4.   Designated contacts for emergencies, repairs.  
  
5.   List of hazardous materials not permitted  
  
6.   List of  Municipal Regulations