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## UNIT MAINTENANCE POLICY – MEMBER'S RESPONSIBILITY

The Maintenance Committee has attempted to come up with an equitable policy for all members. We have divided responsibility room by room: however it should be understood that each item in the list below applies to any room where applicable.

*NOTE: ANY DAMAGE DUE TO MEMBER NEGLIGENCE WILL BE THE MEMBER'S RESPONSIBILITY AND PAID FOR BY THE MEMBER.*

### MEMBER'S RESPONSIBILITY

#### ALL ROOMS

- Humidity control (set at 50% to avoid mould in bathroom). Bathroom fans must be cleaned as well to maintain humidity control. Please use them!
- Carpets should be shampooed once a year. Hand units are acceptable but a truck mounted unit is required at move out. If the carpet is over eight years old, it is eligible for replacement. If not replaced, it should be shampooed less often due to wear and tear. Members with cats or dogs must fumigate their carpets at move out.
- Laminate floor maintenance (instructions from maintenance committee)
- Vinyl floor maintenance using non-abrasive cleaner
- Window and door locks are member's responsibility except at move out. Additional security measures for windows and doors are member's responsibility. At move out, if the security measures are not removed, keys must be surrendered or the windows and/or doors must be restored to original conditions. Members are responsible for any modifications. New members must accept responsibility for any modifications if they do not request removal of the said modifications during the pre-move in inspection, and complete an AS IS form to acknowledge acceptance of the modifications
- (Contact Canada Post for mail keys)
- All bug screens, window sills, and sliding tracks on patio doors and windows must be cleaned on a regular basis to prevent damage due to mould and moisture
- Drapery, curtain rods, and window coverings are no longer standardized. They are member's responsibility. New members must be instructed that they will need to purchase their window coverings and related hardware. A minimum standard for window coverings should be established. Any holes drilled for rods need to be filled when members move out
- Lamps, light bulbs (volunteers to provide labour to replace high light fixtures if needed), shelves, rods
- Plastic light covers, inside and outside unit
- Maintenance of garage and carport floor
- Damage from washing machine malfunction
- Prompt removal of mould and mildew from all interior surfaces
  - Change batteries in smoke alarms two times per year (January 1 and July 1)

## **BATHROOM**

- Soap dishes
- Towel racks
- Mirrors
- Toilet seats
- General cleaning of all surfaces
- Humidity control: steam from showers must be vented by turning on bathroom fan

## **KITCHEN**

- Stove and fridge mechanics are co-op responsibility but fittings and accessories such as racks, bulbs, and fuses are member responsibility
- Wall and ceiling maintenance (moisture and grease)
- Exhaust filters must be regularly cleaned and maintained
- Counter top and cabinet cleaning; if counter tops or drawers are in disrepair, contact the Maintenance Committee
- If use of a plunger does not clear pipe blockages, you are required to contact the co-op. Sink strainers are required for sinks. A \$25.00 user fee is suggested for clearing blockages
- Floor maintenance
- Humidity control: steam from cooking must be vented by turning on range hood fan

## **OTHER**

- Members are responsible for control of fleas, bedbugs, etc. inside their units. Control of ants, raccoons, rats, mice, etc. are the responsibility of the co-op. Responsibility for rat and mice infestations will be decided on a case by case basis. Members leaving garbage outside their units will be held financially responsible for the cost of pest control to remove the rodents that their garbage attracts
- Members are responsible for clearing snow, ice, and leaves from sidewalks and driveways around their units
- Any non-original components added by members