

Committees: Maintenance

What is the Maintenance Committee?

It is a committee that reports to the Board of Directors. Members serve on it. All new members of the Co-op automatically serve on the Maintenance Committee (M/S/C GM April 1997)

When does it meet?

Committee meets on the second Tuesday of the month at 7pm. Quorum: 3

Work parties are weekly, usually Saturday at 10am or as required.

What does the Maintenance Committee do?

It maintains the Co-op's buildings and property. They deal with emergencies, general, preventative and annual and long term maintenance needs fairly, impartially and timely.

More specifically, the Maintenance Committee is responsible for:

- The regular inspection of all units and common areas for an overview of maintenance level, repairs and proper functioning of all equipment.
- Overseeing policies and procedures for: alterations to units; improvements by members; member/Co-op responsibility for maintenance and repair (pgs 17 d-f); emergency repairs; and unit repair upon member move-out/move-in.
- Determining which work can be done by the Maintenance Committee and which work needs external contractors by evaluating liability, safety, Maintenance Committee members 'skills and cost.
- Overseeing and evaluating work by external contractors.
- Co-ordinating remediation for move-in and move-out.
- Co-ordinating with members for unit access for maintenance work (see Master Key policy pg. 28)
- Educating members on maintenance procedures.
- Advising Board and other committees (Rules, Landscape and Finance) on any policies or rules concerning maintenance. Propose any changes if required.
- Recommending and purchasing equipment when compatible with approved budget.
- Regular monitoring of maintenance operations, Replacement Reserve Fund and capital expenses.
- With the Landscape Committee, ensuring common areas are well maintained and conducting annual exterior inspections.
- Planning and preparing Spring Cleanup including drawing up lists of tasks, preparing supplies and equipment and consulting with the Social Committee regarding refreshments and drink.
- Regularly reporting to the Board and membership on maintenance schedule, problems encountered and foreseeable expenditures.

How does the Maintenance Committee work?

The Maintenance Committee has a Chair (see page 16 –chairing committee meetings) who organizes regular committee meetings, coordinates committee members, and works with the Board, Membership, and other committees as necessary to ensure the Co-op is well maintained. Minutes (see page 16 –informal minutes) are taken at committee meetings by a member.

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Specific areas of responsibility, for example, electrical, plumbing, windows, or move-in and out inspections may be delegated to individual members. Other roles in the Maintenance Committee include: appliance replacement coordinator; authorized purchaser; keyholder for keys to electrical rooms; and master key holder.

- Authorized purchaser: evaluates products and equipment for cost and quality. Purchases.
- Keyholder: all keyholders for electrical rooms have a safety orientation and understand responsibilities associated with access to the electrical rooms.
- Master key holder: follows Master Key Policy (see page 28).

How does the Maintenance Committee know what to do?

Emergencies:

All units have information sheets indicating who to call in case of water floods or plumbing emergencies. Members are to first call one of the Maintenance members listed and if none are reachable, to call the outside contractor.

General Maintenance:

Members report any maintenance requests on a Maintenance Request Form (known as the Blue Sheets and found in the Community Building front hall). These requests are collated on Wednesday by the Coordinator, who also forwards them to the committee. When the work party meets, they discuss possible action and follow up on those requests. The Co-op repairs and/or replaces all items that are Co-op responsibility (see pages 17 e-g on member/co-op responsibility). Repairs are prioritized by urgency and done in all units fairly, impartially and timely.

Annual Inspections

The Maintenance Committee organizes and conducts yearly inspections of the interior and exterior (with the Landscape Committee) of the units. These inspections identify items needing repair or replacement as well as alterations to the Unit.

Move-In Inspections and New Member Welcome package.

The Maintenance Committee organizes Move-In inspections. These should be done within the first week of a new Member's arrival. The inspection involves a walk-through of the unit with the new Member with a Move-In inspection sheet on which any deficiencies are noted. Items needing fixing or replacing will be the responsibility of the Co-op and will be dealt with in a timely manner. Any visible wear to the unit or fixtures will be noted on the inspection sheet.

This visit is also a great time to welcome new Members and answer general questions about how the Co-op works and give practical information on things such as garbage and recycling days, where the water shut-off is and how to close vertical blinds without causing damage. A list of practical advice is available in the Maintenance Committee template folder in the office.

The Maintenance Committee will ensure the unit has a copy of the Member Manual (Red Book). Encourage new Members to read the "About Co-op Living" section at the beginning of this binder and point out the Rules and Occupancy Agreement documents at the back.

New members are automatically members of the Maintenance Committee. Remind them of the dates of meetings and of any General Meetings or other events that might be coming up in the near future.

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Move Out Inspections

Upon Member notice to move out, the Maintenance Committee conducts a pre-move out inspection to determine repairs or replacements to be done. This should be done within one (1) week of the Co-op receiving notice. The inspection report identifies repairs or replacements as Co-op or member responsibility. This report is sent to be reviewed by the Maintenance Committee and then sent to the Board for the final decision. The Board will then prepare a letter to the member with the findings. On move-out day, members of the Maintenance Committee will conduct a final inspection.

Annual and Preventive Maintenance

The Maintenance Committee oversees external inspections that are necessary for calculating and preparing long term maintenance and replacement goals such as for the Capital Replacement Reserve Plan and Depreciation Reports.

How does the Maintenance Committee know what has been done?

The Maintenance Committee records all work orders and unit maintenance histories for each unit. Records of work orders, tracking and all work completed are kept in the Office. There is also an electronic record which is backed-up on cloud storage.



Templates available in Maintenance folder in office:

- *Maintenance Request Forms (Blue Sheets)*
- *Advice and Information for New Members (checklist)*
- *Annual Internal Inspection checklist*
- *Annual Exterior Inspection checklist*
- *Move-in checklist*
- *Move-out inspection checklist*

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Responsibilities for Up-Keep, Repair and Replacement

1. Overall, the responsibilities of the Member and the Co-op can be understood as this:

Maintenance Item	Responsibility	
	Member	Co-op
Cleaning	Complete unit interiors, windows, enclosed yard and carport.	Balance of property.
Wear, Tear and Aging	Excessive wear and tear or abuse.	Normal wear and tear. Replacement of items that are a Co-op responsibility when no longer reasonably functional.
Damage	All damages resulting from actions or negligence of Members, their family, guests or pets.	All damages resulting from a structural or maintenance deficiency that is a Co-operative responsibility.
Property Replacement	Pro-rated costs of replacement if required earlier than scheduled due to Member abuse or negligence.	As per Capital Budget and Replacement Reserve Fund
Mildew/ Humidity Control	Ventilation and regular cleaning. Mildew (and related damages) not linked to structural deficiency.	All mildew (and related damages) repairs, where excessive moisture can be linked to a structural or maintenance deficiency that is a Co-op responsibility. Replace humidity control device as necessary.
Water Damage	Repairs due to overflow, open windows or other member negligence.	Repairs due to the failure of a component that is a Co-operative responsibility.

2. Specifically, the responsibilities of the Member and the Co-op are:

Maintenance Item	Responsibility	
	Member	Co-op
Fridge	Cleaning and care	All operational and function parts.
Stove	Cleaning and care	All operational and function parts.
Dishwasher	Cleaning and care	All operational and function parts.
Heaters/ Thermostat	Cleaning and care	Operation and all maintenance
Hot Water Tank		Operation and all maintenance
Bulbs and lamps	All bulbs controlled by switches inside the unit.	All other bulbs
Fans (stove/ bathrooms)	Cleaning and filters	Motors, impellers and wiring
Light Fixtures	Cleaning, care and replacement	Operation
Electrical switches and receptacles	Overloading circuits and cover plates	Normal operation

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Maintenance Item	Responsibility	
	Member	Co-op
Breakers	Overloading	Operation
Electrical & phone wiring & boxes		Operation
Safety Sensors (Heat/Smoke)	Ensure they are never disconnected.	Inspection and operation.
Water and Sanitary Pipes		Operation and leaks
Shut-off Valve	Know location of shut-off	Operation, drips and leaks
Faucets/ Shower Heads	Know location of shut-off	Operation, drips and leaks
Sinks and Tubs	Cleaning enamel and finishes. Chip repair kit available from Maintenance.	Caulking and seals
Toilets	Plugged (overflow) and seats. Know location of shut off	Parts (excluding seats) and operation
Drains	Plugged condition	Leaks and seals
Exterior tap	Winterize	Operations and leaks
Doors (Interior and Exterior)	Upkeep of exterior doors using Co-op provided exterior door paint. Interior doors: holes, dents, scratches and scuffs.	Knobs, hinges on all doors. Weather stripping and dead bolts on exterior doors. Doorbell chimes and wiring.
Closet Doors	Hangers and guides	Door and rails
Locks and Keys	Sticky locks and worn keys	Repair/replacement of locks when worn out
Windows	Cleaning of interior and exterior panes, tracks and sills. Reporting breakages to Maintenance.	Replacement when necessary
Blinds	Clean, care and replacement. Contact Maintenance Committee to order replacement/repair of blinds.	
Carpets, Linoleum, Vinyl flooring	Maintaining in clean and sound condition. Repair accidental damages.	Replacement per Capital Budget and Replacement Reserve Fund
Walls and Ceilings	Holes, dents, scratches and scuffs.	Ceiling repairs and painting, unless the member painted the ceiling a non-Co-op colour.
Cupboards, Counters and Closets	Hinges and handles, scratches in counters and scuffs	Replacement per Capital Budget and Replacement Reserve Fund
Venting	Clean and care of stove vent cover. Dryer ducting connecting to wall. Living room air intake to remain open.	Cleaning dryer vents annually.

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Maintenance Item	Responsibility	
	Member	Co-op
Siding	Keep open space between siding and furniture/plants etc. Cleaning siding below mid-line trim. Painting mid-line trim.	Replacement per Capital Budget and Replacement Reserve Fund. Responsible for above mid-line trim siding.
Gutters	Removing debris from the inside of the gutter around carport. Cleaning the outside of the gutter and downpipe.	Replacement of all gutters. Removing debris and cleaning top gutters.
Carport	Cleaning and painting posts and trim. Cleaning carport pad. Cleaning carport siding and carport gable siding.	Replace carport posts as needed.
Patios	Cleaning and repairing any accidental damage. Ensure water runs away from buildings and does not build up on cement pad.	Maintenance when necessary
Back Yard	Lawn mowing, fence painting and general tidiness.	Maintenance of fence and gates as needed.
Vermin and insects	Control for vermin and insects. Report infestations to the Maintenance Committee.	Control for vermin and insects in Co-op public spaces and infestations.
Snow removal	Remove snow from in front of unit.	Clear snow from sidewalks along perimeter and access paths of Co-op.

For members on end units and those with carports with exterior safety lights:

Maintenance Item	Responsibility	
	Member	Co-op
Exterior Safety Lights	Monitor if safety lights are working. .	Operation and replacement

Exterior safety lights on end units and on carports run on the hydro-electricity of some units (10, 33, 39, and 42). Please see the Office Coordinator for reimbursement.