

Resources - Maintenance

[Full name of housing co-op or letterhead]

Member vs. co-op responsibility - sample

Maintenance Item	Responsibility	
	Member	Co-op
1. Cleaning	Complete unit interiors and enclosed yard.	Exterior windows and balance of property.
2. Wear, Tear and Aging	Excessive wear and tear or abuse	Normal wear and tear. Replacement of items that are a co-operative responsibility when no longer reasonably functional.
3. 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.
4. Property Replacement	Pro-rated costs of replacement if required earlier than scheduled due to Member abuse or negligence.	As per Capital Plan
5. Fridge	Cleaning and care	All operational and function parts.
6. Stove	Cleaning and care	All operational and function parts.
7. Furnace/Thermostat		Operation and all maintenance
8. Hot Water Tank		Operation and all maintenance
9. Bulbs and lamps	All bulbs controlled by switches inside the unit	All other bulbs.
10. Fans (stove/bathroom)	Cleaning and filters	Motors, impellers and wiring.
11. Light Fixtures	Globes	Operation
12. Electrical switches and receptacles	Overloading circuits and cover plates	Normal operation
13. Breakers	Overloading	Operation
14. Safety Sensors (Heat/Smoke)	Ensure they are never disconnected	Inspection and operation.
15. Electrical wiring		Operation
16. Telephone Wiring/ Boxes		Operation
17. Water and Sanitary Pipes		Operation and leaks
18. Shut-off Valve	Know location of shut-off	Operation, drips and leaks

Maintenance Item	Responsibility	
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19. Faucets/Shower Heads	Know location of shut-off	Operation, drips and leaks
20. Sinks and Tubs	Enamel and finishes	Caulking and seals
21. Toilets	Plugged (overflow) and seats Know location of shut off	Parts (excluding seats) and operation
22. Drains	Plugged condition	Leaks and seals
23. Exterior tap		Operations and leaks
24. Doors (Interior and Exterior)	Door knobs and doorbell buttons	Hinges on all doors, weather stripping and dead bolts on exterior doors. Doorbell chimes and wiring.
25. Closet Doors	Hangers and guides	Door and rails
26. Locks and Keys	Sticky locks and worn keys	Repair/replacement of locks when worn out.
27. Windows	Cleaning of interior panes and tracks.	Cleaning of exterior panes and replacement as necessary.
28. Blinds	Slats, wand and prorated costs of strings	Head rail, mechanical and full cost of string, replacement once every five years.
29. Carpets	Stains and burns, clean professionally once per year	Replacement per capital plan
30. Linoleum	Stains, burns and cuts	Replacement per capital plan
31. Walls and Ceilings	Holes, dents, scratches and scuffs	
32. Cupboards, Counters and Closets	Hinges and handles, scratches in counters and scuffs	Replacement per capital plan
33. Venting	Stove vent cover Interior dryer ducting	Cleaning dryer vents annually
34. Mildew/Humidity Control	All mildew (and related damages) repairs that are not a Co-operative responsibility. Ventilation and regular cleaning is member responsibility	All mildew (and related damages) repairs, where excessive moisture can be linked to a structural or maintenance deficiency that is a Co-operative responsibility. Replace humidity control device as necessary.
35. 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

Maintenance Item	Responsibility Member	Co-op
36. Enclosed or private gardens	Maintenance (watering, fertilizing, and weeding) Must be maintained on regular basis to keep a high level of curb appeal	
37. Enclosed Lawn (Grass)	Maintenance (watering, fertilizing and cutting) unless this is specifically elsewhere in Co-operative Policy or Contracts	
38. Patio and Stairs (External)	Keep clean and free of debris and vegetation	Maintenance as required
39. Yard Fences and Gates	Keep clean and free of debris and vegetation	Maintenance as required