
ABC Housing Co-op

Maintenance policy

Purpose of the policy

- To identify the requirements needed to maintain the co-op's buildings inside and out
- To ensure the co-op is effectively maintaining the buildings and its units up to the "best rental standard"

Policy

1. General Repairs

The co-op will repair and/or replace all items that are co-op responsibility. Repairs will be prioritized by urgency and will be done in all units fairly and impartially.

The member will repair and/or replace all items that are member responsibility. If the member does not do so the co-op will make the repair and/or replacement and charge back any costs to the member. (Occupancy Agreement Section 10.04 Repairs as required)

2. Work order response

The co-op will receive work orders from members, inspections, and the annual and preventive schedule. Work orders will be completed in an equal, reasonable, and timely fashion.

The co-op will keep an electronic tracking system for all work orders and unit maintenance histories for each unit. Records of work orders, tracking and all work completed at the co-op will be kept in a central office or location and will be backed up electronically and stored at another location on a regular basis to protect the records against destruction or loss.

3. Annual Inspections

All units and common areas, building systems and building exteriors are to be fully and professionally inspected each year to identify any items in need of repair or replacement. (All repairs or replacements to be assigned work orders and completed based on the priority of urgency)



4. Move In and Move Out Inspections

When a member gives notice to move out the co-op will conduct a pre-move out inspection to determine repairs or replacements to be done. Repairs or replacements will be identified as co-op or member responsibility. The member will complete those that are their responsibility and the co-op will complete those that are their responsibility. On move-out day the co-op will conduct a final inspection. The co-op will complete all remaining or new repairs. Any remaining or new items that are member responsibility will be completed by the co-op and charged back to the member.

When a new member moves in the co-op will conduct a move in inspection. Any repairs noted will be fixed promptly by the co-op and any items with visible wear will be noted. The co-op will keep records of all steps in the unit maintenance file. The member may choose to be present at the scheduled inspection time.

5. Annual and Preventive Maintenance

The co-op will conduct routine annual and preventive maintenance as set out in the annual maintenance calendar

Policy approved: **March 15, 2025**

Replaces policy/policies: **November 5, 2018**



Procedures needed to carry out this policy

1. Emergency Response Procedure
2. Work Order Coordination Procedure
3. Maintenance Coordinator – Job Description
4. Annual Inspection Form
5. Annual Unit Inspection Procedure
6. Move In & Move Out Procedure
7. Annual Calendar – Routine and Preventive Maintenance