

Sprinkler Room Policy **(Scooter Rooms)**

Purpose of the policy

-To provide the rules and procedures for storage of actively used equipment in the apartment sprinkler rooms. The intention of the sprinkler rooms is to contain the sprinkler system.

-The policy is meant to provide members with easy access to larger equipment not easily stored in units, not to extend unit storage space.

Policy

1. Access to the sprinkler system by the Fire Department **must** be available at all times, and a clear path to the sprinkler system always maintained.
2. The Board of Directors is authorized to allow members to store actively used equipment in the sprinkler rooms, (i.e. Scooters and tri-cycles) on a case-by-case basis.
3. Members requesting to store their equipment must provide the following information to the office, and inform if and when the equipment changes:
 - a) Member name and unit number.
 - b) Description of the type of equipment.
4. If any equipment is found to be blocking access to the sprinkler system at any time, the Board may immediately move the equipment in the sprinkler room and issue a warning and/or fine as per the Fines and Warning Policy.
5. Members are not permitted to store anything but the designated equipment that has been approved by the Board.
6. The Board of Directors is authorized to revoke member access and storage of equipment if the member has had repeated warnings and/or outstanding fines related to the sprinkler room.
7. If the member's equipment is not removed within one (1) week from the date of notice due to permission being revoked the equipment will be removed and the member will have to contact the office to claim the equipment.
8. If the equipment is not claimed within one (1) month from the date it was to be removed it will be disposed of at member cost.

Procedure

1. Refer to Fines and Warning policy
2. Refer to section 6 – Rule 6.01 page 16 of the Occupancy Agreement.

Approved by the General Membership: At the AGM on November 29, 2018