

Member vs. Ford Road Co-op Responsibility

	Maintenance Item	Responsibility	
		Member	Co-op
1.	Cleaning	Complete unit interiors and decks/balconies	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 Agency Approval
5.	Fridge	Cleaning and care	All operational and function parts
6.	Stove	Cleaning and care	All operational and function parts
7.	Baseboard Heaters	Cleaning and care	Operation and all maintenance
8.	Hot Water Tank	(Townhouses)	Operation and all maintenance
9.	Bulbs and Lamps	All bulbs controlled by switches inside the unit	All other bulbs in common areas Installation of supplied bulbs for physically limited members
10.	Fans (Stove/Bathroom)	Cleaning and filters	Motors, impellers and wiring
11.	Light Fixtures	Cleaning and care	Operation
12.	Electrical Switches and Receptacles	Overloading circuits	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

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17.	Water and Sanitary Pipes		Operation and leaks
18.	Shut-off Valve	Know location of shut-off	Operation, drips and leaks
19.	Faucets/Shower Heads	Know location of shut-off	Operation, drips and leaks
20.	Sinks and Tubs	Cleaning and care	Caulking and seals
21.	Toilets	Plugged (overflow) due to Member Know location of shut off	Parts and operation
22.	Drains	Plugged condition due to member	Leaks and seals
23.	Exterior Tap	Turn water off for winter (Townhouses)	Operations and leaks
24.	Doors (Interior and Exterior)	Member damage	Hinges on all doors, weather stripping and dead bolts on exterior doors Doorbell chimes and wiring
25.	Closet Doors	Member damage	Door, hangers, guides and rails
26.	Locks and Keys	Lost or worn keys and copies	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/Window Coverings	Provided and installed by Member All hardware to be removed upon move out	Not Applicable
29.	Soft Floors (Carpets)	Stains and burns, clean professionally once per year	Replacement upon approval
30.	Hard Floors (Lino, Vinyl, Laminate, etc.)	Stains, burns and cuts Cleaning and care	Replacement upon approval
31.	Walls and Ceilings	Holes, dents, scratches and scuffs. Paint as per policy Damage caused by leaks due to Member	Damage cause by leaks not due to Member Paint as per policy
32.	Cupboards, Counters and Closets	Scratches in counters and scuffs	Replacement upon approval Hinges
33.	Venting	Stove vent cover Interior dryer ducting (Townhouse)	Cleaning dryer vents in building annually and townhouses bi-annually

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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
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.	Grass/ Trees	Grass within Member's Lot (Townhouses)	All trees and common areas grass
38.	Patio and Stairs (External)	Keep clean and free of debris and vegetation	Maintenance as required
39.	Yard Fences	Keep clean and free of debris and vegetation Staining as required	Maintenance as required Supply stain and brush

*Only items purchased by the co-op will be maintained by the Co-op.

Approved by membership at AGM on November 4, 2015