



UNIT CARE POLICY

Date passed by the Board of Directors: March 25, 2013

Date confirmed by the Members: April 28, 2013

PREAMBLE

Our Occupancy by-law (by-law no 2) article 5 “Use and behaviour” includes the expectations regarding the maintenance and care of a unit.

Shamrock Co-op is responsible for keeping the units in good order and to protect the assets of the Co-op, it also has to comply with municipal, provincial and federal laws. How a member looks after her/his unit impacts the lifespan of the contents of a unit, such as appliances, flooring, cabinets, windows, screens and doors. This can result in costly repairs. This policy does not replace the maintenance and repair article of the Occupancy By-law, it is in addition to the by-law. This policy is also in addition to the Home Improvement Policy. In addition to the Unit Care Policy there are recommended guidelines to aid the member in properly maintaining their unit.

Each unit has two large appliances: a stove and a fridge. Each unit has a smoke detector and a fire extinguisher. The town houses have a water heater and a furnace; some units have an air conditioner. The townhouses have a smoke detector on each floor and one carbon monoxide detector. A few townhouses have a sump pump. Each unit has a kitchen fan and a bathroom fan.

If you need instructions on how to take care of equipment, the Office can give you the necessary information. Please ask. You **MUST** report any problems to the Office without delay. Use the Work Order forms, these are in a holder next to the Co-op’s office door for 24/7 access.

Twice a year the Co-op brings in a large dumpster for disposal of large items such as furniture and mattresses. Members who want to dispose of large items will have to keep them inside their unit until the dumpster is brought in or they can call the various charity organizations for pickup of donations. The regular garbage containers are not meant for disposal of furniture.

A. RULES FOR ALL UNITS

1. ENTRANCE TO THE UNIT

Keep free of objects and debris.

2. WINDOWS

Wipe down the ledges between the glass panels; this is especially important during the winter months when a buildup of moisture may turn moldy.



3. FLOORS

Vacuum-clean carpets and hard surface flooring at least once a week, more if you have children and/or pets. Wipe up spills immediately. Steam clean your carpets at least once a year. High heels may damage your floors. Place glides or fabric on furniture legs to prevent them from scuffing the floor. Use carpets under rocking chairs.

4. APPLIANCES

Fridge: Wipe the seals of the fridge door with a mild soap solution, clean up spills inside the fridge promptly.

Stove: Clean up any spills promptly. Avoid using tin foil under stovetop elements, it may cause elements/burners to short out. Also avoid using tin foil inside the oven and on the tray under the burner trays of the stove, it traps moisture and may cause rusting.

Fan and Hood Above Stove: Clean the screen regularly. Do not remove the fan and DO NOT spray liquid onto the fan. Run the fan while cooking.

5. KITCHEN CABINETS AND COUNTER TOPS:

Check under the sink that there is no evidence of moisture build up or leakage. The counter tops are not meant as cutting Boards, use proper Boards for cutting. Use coasters under hot objects to prevent damage to the counter top. Wipe up any spills promptly.

Do not use harsh cleaning products on counter tops.

6. BATHROOM SINK, BATHTUB AND FAN

Clean bathtub and walls around the tub, as well as the sink, faucets and counter on a regular basis. Check for moisture or leakage under the sink and around bathtub faucets.

Do not use harsh cleaning products on counter top, sink, tub, and walls around the tub. When taking a shower or bath run the fan to prevent moisture build up.

7. WALLS AND DOORS

Wipe off any smudges; don't allow dirt to become ingrained. See also the Decorating and Home Improvement Policy and the Paint Policy

8. WASHING MACHINES, DRYERS, DISHWASHERS

There are laundry facilities on the main floor of the apartment building for the use of all Members.

The apartments are not set up for additional washing machines, dryers and dishwashers. There is the additional risk of water damage in the apartments. The town houses have grounded receptacles for washing machines and vents for dryers.



B. RULES FOR TOWNHOUSES (In addition to Section A)

1. ENTRANCE TO UNIT, INCLUDING SIDEWALK AND DRIVEWAY

Keep it free of objects, toys and various types of equipment. Seasonal furniture should be stored behind your unit or in the basement. Do not leave out garbage, dispose of garbage and recycling in the appropriate containers.

Empty out your mailbox regularly.

2. OUTSIDE WATER TAP

Turn off for the winter months (before the frost sets in).

3. LAWN CARE

The Co-op has lawn mowers for your use. Lawn mowing should be done on a regular basis. Do not let weeds get out of control

Comply with the municipal water restrictions when in force, do not waste water.

4. FURNACE, WATER HEATER AND SUMP PUMP

There must be one foot of clearance around these appliances at all times, do not store items on top of them.

Keep the floor drain clear.

5. BUILD IN CENTRAL AIR UNITS

Keep the unit clear of debris, leaves etc.