The Agency for Co-operative Housing
L'Agence des coopératives d'habitation

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# GUIDE TO MAINTENANCE PLANNING IN YOUR HOUSING CO-OP

# Contents

# 1 Introduction

This Guide will help your co-op plan and manage maintenance. It sets out

- the reasons why maintenance is important
- the different kinds of maintenance
- the steps in the on-going maintenance cycle
- how to prepare a preventive maintenance plan.

## 1.1 Why is Maintenance so important?

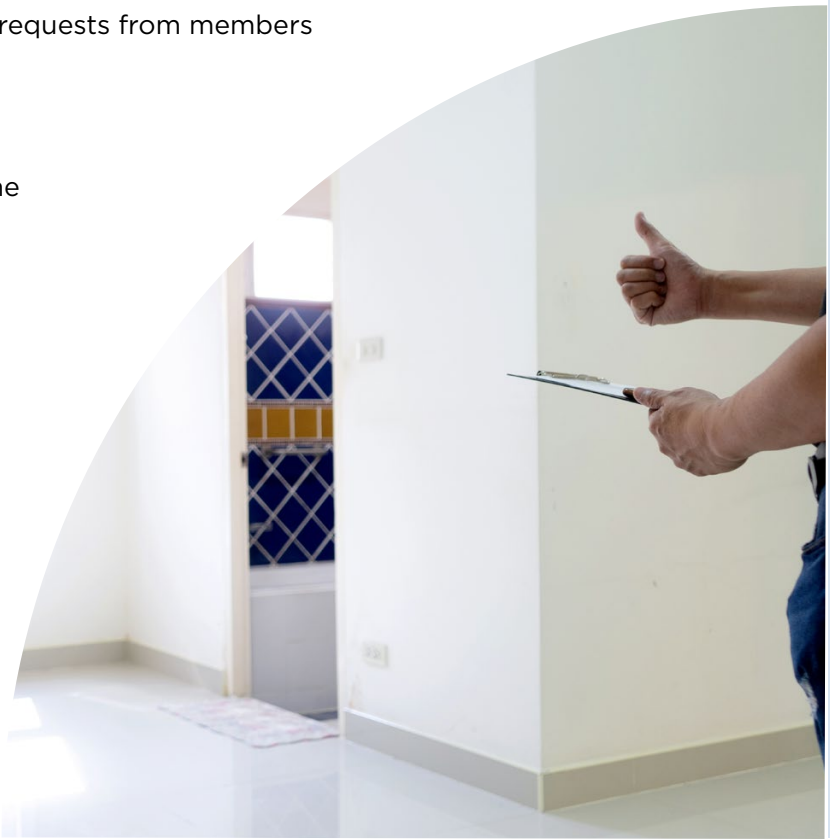
Maintenance is the work that is necessary to

- keep an asset in good repair
- prevent an asset from deteriorating over time
- avoid expensive early replacement caused by a lack of care
- make your asset last longer.

In a housing co-op, your assets are the building(s) and property. You need to take care of your assets by setting and following a maintenance plan. This will keep your members safe and comfortable in their home.

Without good maintenance:

- you may get more work orders or work requests from members
- more members may move out
- vacancies may be harder to fill
- your property and buildings may become less safe.



## 1.2 Legal responsibility

There are no specific rules about maintenance in your provincial Co-op Act but you must follow

- the property standards set by your municipality
- the standards in your co-op's by-laws, policies and rules.

Most co-op's occupancy agreements, rental agreements or standard leases require co-ops to

- keep all units in a good state of repair and fit for habitation
- make sure that each unit meets all health, safety and housing standards in government requirements
- keep the whole co-op property up to the same standard as the units.

This is part of your legal responsibility to your members.

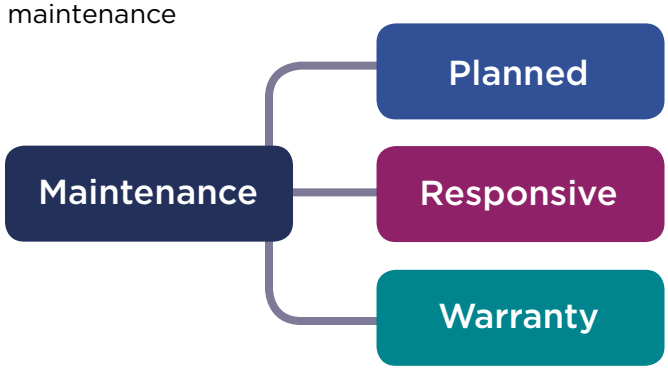
## 1.3 Maintenance spending

Maintenance spending is a big part of a housing co-op's operating budget. It is one item in your operating budget where you can make decisions to reduce costs. But low maintenance costs may mean that you are not taking care or your units and property. Your goal should be to balance keeping maintenance spending low with keeping your property and building(s) in good repair. To do that you need a good maintenance plan. Following a good maintenance plan may help your co-op to save money on day-to-day maintenance and repairs by avoiding using money set aside in your replacement reserve earlier than planned.

# 2 Types of Maintenance

To keep your units and property in good repair, you need to do three different types of maintenance:

1. Planned maintenance
2. Responsive maintenance
3. Warranty maintenance




## 2.1 Planned Maintenance

Planned maintenance is work that can be scheduled in advance. It is also call cyclical maintenance. Examples include replacing a smoke detector, replacing weather-stripping and re-finishing floors.

To be able to schedule maintenance in advance has lots of benefits:

- jobs can be bundled with other work so costs may be reduced.
- work can be scheduled to suit members
- the co-op can decide on the specifications of the work.
- a long-term budget can be prepared.

Generally, it's better to plan maintenance whenever you can.

## 2.2 Warranty Maintenance

Like planned maintenance, warranty maintenance can also be scheduled in advance.

The difference is that warranty maintenance needs to be done based on the schedule set by the manufacturer, supplier or whoever gave the warranty during the warranty period. If you do not complete the warranty maintenance, your warranty may be voided.

You can think of warranty maintenance like getting an oil change for your car at the recommended times while the car is still under warranty.

## 2.3 Responsive maintenance

Responsive maintenance is work that has to be done as it comes up. Examples include fixing broken windows, clearing blocked sewer and fixing a gas leak.

It is also called

- day-to-day maintenance
- unplanned maintenance
- urgent maintenance
- emergency maintenance.

Maintenance issues reported by members are part of responsive maintenance. Members should be encouraged to report any problems they find as soon as possible. It is usually easier to correct problems in their early stages, rather than waiting until serious deterioration is evident.

# 3 Repairs Covered by Insurance

Some of your co-op repairs may be covered by insurance. Check your policy to find out.

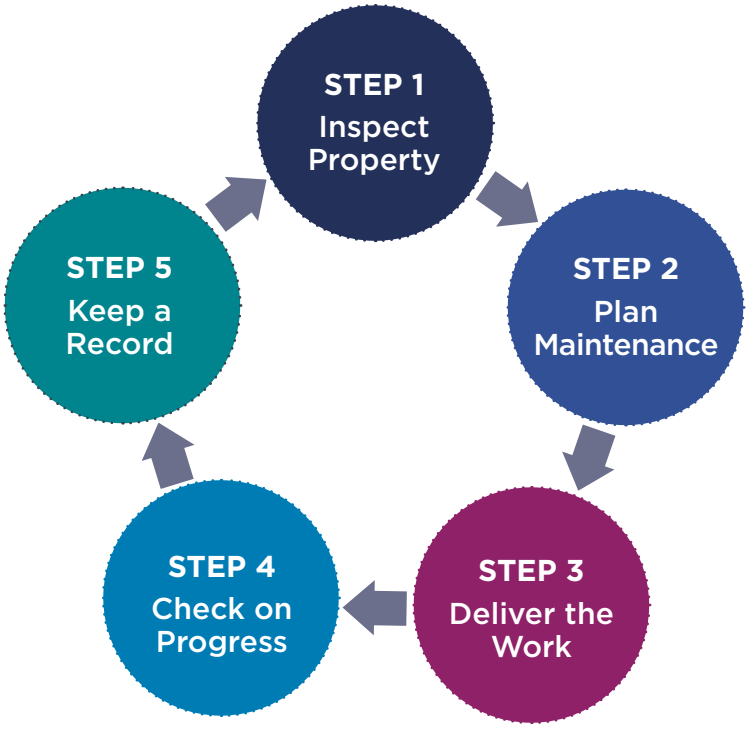
Usually, your insurance covers responsive maintenance for:

- minor items such as broken windows, shingles lifted by a storm
- major damage caused by fires, severe storms or water damage.

You should not include maintenance covered by your insurance in your maintenance plan or budget. Don't include insurance premiums in your maintenance budget either because they are a yearly operating cost.

# 4 The Maintenance Cycle

Repairing and maintaining your co-op is more than just organising repairs. It is an on-going cycle of planning, organising, doing and checking. See the maintenance cycle below.




Each of the five steps needs good procedures.

## Step 1: Inspect your Building(s) and Property

### Property Condition

In order to maintain your co-op, you need to know what condition it's in. This means conducting regular inspections.

At a minimum, you should inspect your co-op building(s) and property at least once a year. Inspections will help you plan for future maintenance spending. They will also help you make sure your co-op is safe. For example:

If your co-op was built before 1990, you should check to see if there is any asbestos

If your co-op was built before 1970, you should check to see if there is any lead paint.

If your co-op has townhouses, you should check the integrity of the firewalls between joined units.

You should do inspections:

- when your have a specific problem
- when you have had work done to make sure it was done well
- before a member moves in or out so you know if repairs that are done later are the member's or the co-op's responsibility
- when a unit is vacant so you know what work is needed to make it ready for move-in.

## Who should do inspections?

People who understand your buildings and property and co-op property standards should do the inspections. Sometimes, a qualified expert should do the inspection if you have a specific building or property issue. Sample inspection forms are in the Appendix. The forms included are:

- Information Sheet on how to use the forms
- Tip Sheet which provides costing information, expected useful life cycle of materials, and other info
- Unit Interior Inspection Form
- Exterior Building Inspection Form
- Common Area Inspection Form
- Roll-Up Master Sheet

These forms are all in one Excel workbook. Each form is a different tab or worksheet.

Use these forms if you are planning to do inspections yourself.

If you hire a professional to the inspections, they will usually use their own forms.

# Step 2: Plan your Maintenance

## Develop a Preventive Maintenance Plan

The next step is to plan what needs to be done. This is your Preventive Maintenance Plan ("the Plan"). The Plan gives you a "road map" of

- what needs to be done
- who will do it
- when it will be done
- how much it will cost.

The Plan is important because you can use it to make sure you are setting aside enough money now to pay for maintenance in the future.

## Plan for the Long Term

A one-year plan for maintenance is not enough. You need a long-term plan because repairs and replacements are needed at different times. For example, you may need to

- paint the outside of the co-op every 6 to 8 years
- replace water heaters every 15 years
- renovate kitchens every 25 years.

Experts have set standards for how long the different parts of your building(s) and properties will last. How long something will last is its life cycle. The Appendix lists the standard life cycles. They range from 5 years to 100 years.

Your co-op should consider these standard life cycles when planning. Don't forget about the age of your co-op and the type of building construction. You should also use your maintenance records and inspection reports.

The Plan should include the work that is required and should cover at least five to ten years. It should also include how much the work will cost. Use the Appendix to figure out the costs.

The first five years of the Plan are critical.

Preparing a plan that is longer than ten years is useful but it is very difficult to predict what the repairs and replacements will cost that far in the future.

Every year, you need to update your Plan based on

- what work has been done
- new cost information
- extending the Plan so that it includes the work for the next ten years.

Remember:

- base your Plan on the work that is needed and not on the money you have
- don't wait until the Plan is complete in ten years, update it every year.

The Plan is a guide and a tool. Sometimes, you may not follow the Plan exactly. For example, the Plan may set out that the kitchen and bathroom in a unit be replaced next year. However, the unit is vacant now and it makes sense to do the work now. Another example would be doing work in a unit to accommodate the specific needs of a member even though the work is not part of the Plan.

## Who Should Prepare the Plan?

The Board of Directors is responsible for the overall direction of the co-op and for making sure that co-op's building(s) and property are well maintained. But they don't do the repair work or prepare the Plan themselves. Sometimes staff, or trained volunteers may prepare the Plan. However, co-ops hire experts like building consultants because of the age of their building(s), how complicated their building systems are or particular issues they have. Building(s) and property often need to hire experts to prepare the Plan.

## What should be in the Plan?

As a general rule, simple is best. The finished Plan should be as short as possible but it needs to include the following:

- maintenance standards
- the required maintenance
- the cost and timing of the maintenance
- how to pay for the maintenance.

All this information must be included in the Plan in a way that the Board of Directors can understand. The Board of Directors should review the draft Plan and get their questions answered before approving it.

If you hire a building consultant to prepare the Plan, they will be familiar with all these requirements.

If co-op staff or trained volunteers are preparing the Plan, they can use forms in the Appendix and the information below.

- **Maintenance standards**

  As described in section 1.2 Legal responsibility, under the co-op's own rules and municipal property standards, the co-op must keep units, common areas and property in good repair and safe and comfortable for members.

- **Required maintenance**

  Inspect the building(s), units and property, and include all the planned maintenance in the Inspection forms (see Appendix).

  Information entered from each form will be summarized in the Roll-Up Master Sheet.

- **The cost and timing of the maintenance**

  From the Appendix, you can get the typical cost of each of the repairs and replacements in the Plan. These costs are not guaranteed. The costs in your area may be different. You should adjust the costs as necessary.

  Add an allowance for likely cost of responsive maintenance. The allowance for responsive maintenance should be based on past spending. Consider any new trends in your co-op maintenance or any changes in policies that could affect costs.

  If you don't have maintenance inspection reports, use $2,000/unit/year as a guideline for responsive and planned maintenance. This amount includes salaries for maintenance staff.

- **How to pay for the maintenance**

  Using the future costs of repairs and replacements from your Plan, you can calculate how much you need to save each year to pay for the maintenance in the Plan. How much you need to save will depend on your current savings and money available from other sources.

## Step 3: Deliver the Work

Delivering the work means how the work will be organised and carried out. You will need to decide:

- who will decide on the scope of work and write the specifications?
- will you use co-op staff to do the work?
- will you hire a project manager?
- how will you decide what contractors to use?
- who will manage the contractors?
- how will you set priorities of what work is to be done?

## Step 4: Monitor the Work

You will need to set targets, milestones and standards for work to make sure that is done on schedule and to an acceptable standard. These will help you to

- monitor the quality of the work.
- monitor the timeliness of the work
- identify any problems and get them resolved quickly.

## Step 5: Keep a Record

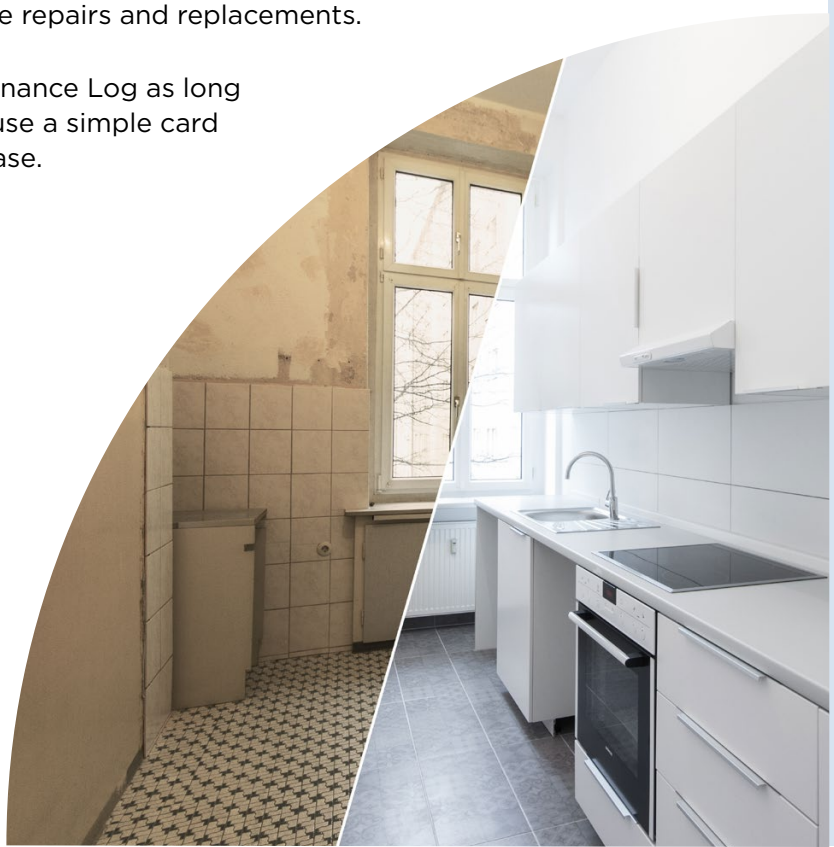
You should keep a maintenance log of all the work done. The log should include:

- all maintenance requests or work orders received
- a description of all work done including any photographs or sketches, quotes received, the cost of the work, the date the work was done, the cost of the work etc.
- a summary of annual maintenance expenses - divided into planned and responsive maintenance
- when essential servicing is due.
- any warranties and guarantees that may be important.

This maintenance log will help you set

- your annual maintenance budgets
- the annual amount to set aside for future repairs and replacements.

It doesn't matter how you keep the Maintenance Log as long as you have all the information.  You may use a simple card system, a file system or a computer database.



# 5 Policies and Procedures

Housing co-ops should have written policies and procedures about maintenance. These policies and procedures may be included in other by-laws, policies or rules. Usually, topics included are:

- the role of the Maintenance Committee, if any
- spending practices
- maintenance budget monitoring
- member and co-op responsibilities for maintenance
- hiring practices.

# Appendices

These forms are all in one Excel workbook.  Each form is a different tab or worksheet.

- Information Sheet on how to use the forms
- Tip Sheet which provides costing information, expected useful life cycle of materials, and other info
- Unit Interior Inspection Form
- Exterior Building Inspection Form
- Common Area Inspection Form
- Roll-Up Master Sheet

## To download the Excel file, click here

# MAINTENANCE INSPECTION FORMS WORKBOOK

# Instructions

## Who this Workbook is for:

The overall intention of the Workbook is for the co-op maintenance committee or property manager to easily record and organize maintenance inspection information and then consolidate repairs needed which can be forwarded to the requisite professional or trade to complete.

All Co-operatives have legal obligations for the health and safety of its occupants and anyone coming onto the property. Therefore, it is essential to have a maintenance plan to prolong the service life of your building components and to ensure that your property meets current standards.

The information recorded in the forms will help the co-op keep track of repairs and replacements as to better plan and schedule annual maintenance thus prolonging the life of the building and ensuring it is safe for everyone. Keep track of replacements and their costs as you make them.

**Steps to Fill out Inspection Forms:** A graphic of the forms and how to fill them out is provided below. In general:

**Step 1:**

For each of the Interior/Exterior/Common Area Worksheets print out the form and record the results of the inspection on the form. Note, for unit inspections one form per unit is necessary.

**Example:**

| UNIT COMPONENT | LOCATION<br>Note location where issues exist for each component | MATERIAL TYPE<br>Note material type for each component with issues | YEAR LAST REPLACED /REPAIRED | CONDITION RATINGS | EXPENSE | ACTION REQUIRED (*transfer Coop expenses to ROLL-UP Sheet) |
|---|---|---|---|---|---|---|
| Stove: elements (top and oven), hinges, bottom drawer | Kitchen | Whole stove | 1995 | 1 | RF | replace stove |

**Step 2:**

Once completed, transfer the “Condition Rating”, “Expense” and “Action Required” column information to the Master Roll-Up worksheet. It is recommended to perform annual inspections. Therefore, only items with a rating of "1 – Urgent Repair" or "2 – Non-urgent Repair" need to be transferred to the Master Roll-Up Form. Be sure to record the Unit number where applicable. (Note, cells will auto fill providing the list item has already been entered.)

**Roll-Up Sheet:** If a component is aging or the site conditions create a need for more frequent maintenance (e.g., excessive wear and tear, many trees overhanging roofs with increased organic debris collecting on roofs and in gutters), then you should increase the frequency to address the increased needs of those components.

**Example:**

| COMPONENT | MATERIAL TYPE<br>Note material type for each component with issues | LOCATION<br>Note location where issues exist for each component | ACTION REQUIRED (*brought forward from inspection forms) | Condition Rating | Skill Required | Expense | Fiscal Year to be Completed | Date Completed | Estimated Cost | Actual Cost |
|---|---|---|---|---|---|---|---|---|---|---|
| INTERIOR UNITS | | | | | | | | | | |
| Electrical | Appliances: Stove | Kitchen | replace stove | 1 | E | RF | 1 | | $ 800.00 | |
| | | | | | | | | | | |

**Step 3:**

Once the data has been transferred to the Master Roll-Up Worksheet repairs / replacements can be sorted by the Condition Rating, Skill Required, Expense, or Fiscal Year to be completed categories.

| COMPONENT | MATERIAL TYPE Note material type for each component with issues | LOCATION Note location where issues exist for each component | ACTION REQUIRED (*brought forward from inspection forms) | Condition Rating | Skill Required | Expense | Fiscal Year to be Completed | Date Completed | Estimated Cost | Actual Cost |
|---|---|---|---|---|---|---|---|---|---|---|
| INTERIOR UNITS | | | Filter buttons allow you to sort | | | | | | | |
| Electrical | Appliances: Stove | Kitchen | replace stove | 1 | E | RF | 1 | | $ 800.00 | |
| | | | | | | | | | | |

**TIPS Worksheet:** Estimated costing information is also provided in the TIPS worksheet as a reference point for the co-op for budget planning purposes. Note: repair/replacement costs will vary region to region and the intention of the TIPS worksheet is for a guide only.

**Example:**

| COMPONENT | WHAT TO LOOK FOR | UNIT | COSTS | AVERAGE LIFE |
|---|---|---|---|---|
| Appliances - Stoves | Note model and serial number. Check for scratches, racks, and that all burners operate at requisite temperature (low, med, high), oven bake/broil functions, lower draw operates smoothly, and appliance is clean. Check stove burners and wires for electrical shorting or grease build up. Check hood fans for filters, venting, grease build up and fire hazards. | Each | $800 | 25 |

**DEFINITIONS:**

| **Condition ratings** | | |
|---|---|---|
| Condition Ratings describe the condition of each component reviewed. Every component will have a typical "life" associated with it. Consult the TIPS worksheet for the life expectancy and to gauge a components wear rate (i.e., normal or premature). | | |
| 5 | Excellent | No deficiencies or concerns noted. No capital expenditure is anticipated within the next 10 years. |
| 4 | Very Good | Reasonable condition as a whole; minor deterioration and/or damage noted. No capital expenditure is anticipated within the next 5 - 10 years. |
| 3 | Acceptable / Fair | Deterioration and/or damage noted but are acceptable as component is nearing end of service life. Capital expenditure anticipated within 2 – 5 years. |
| 2 | Repair / Replacement (Non-Urgent) | Significant deterioration and/or damage noted; component is at end of service life. Capital expenditure recommended within the year. |
| 1 | Urgent Repair / Replacment | Immediate Action is recommended to repair or improve the condition for building functionality, health and safety, structural integrity and/or as a cost effective upgrade. |

| Skill Required | | |
|---|---|---|
| E | Electrician | Registered electrical with Red Seal trade certification required or equivalent. |
| P | Plumber | Registered plumber with Red Seal trade certification required or equivalent. |
| C | Contractor | Certified and licensed contractor. |
| S | Specialized Other (specify) | Other specialized trade |
| MC | Maintenance Committee | Maintenance Committee or Co-op Volunteer |

| Expense | | |
|---|---|---|
| RF | Reserve Fund | Major repair and replacement of capital items such as: major building components (e.g., windows, doors, floors, roofs, etc.); major building services (e.g., heating and hot water systems, septic tanks, etc.) and; basic equipment (e.g., applicances, sinks, toilets, cabinets, counters, etc.). Eligible expenses will be set by your funder; typically, expenditures of $2,000 or more should be expensed through the reserve fund. |
| OP | Operating Fund | Operating Fund Items under this category will involve repairs to non-capital items such as cleaning, repairing hardware, replacing stove elements and so forth. |
| ME | Member Expense | Repairs / replacements beyond normal wear and tear. Normal wear and tear can be defined further as deterioration that can be reasonably expected to occur. It is normal, for example, for there to be some scuffs in the paint after a tenant moves out of a unit. The scuffs in the paint would be considered normal wear and tear. The hole in the wall would be considered damage. |

| Fiscal Year to be Completed | | |
|---|---|---|
| 1 | Current Fiscal | Items with a Condition Rating of "1" or "2" or are scheduled as per regular budget planning will be rated "1" under this category. |
| 2 | 2nd Year after fiscal | Items with a Condition Rating of "2" or are in the planning phase for repair / replacement in the next fiscal budget will be rated "2" under this category. |
| 3 | 3rd Year after fiscal | Items with a Condition Rating of "3" or are in the due for replacement within three years will be rated "3" under this category. |
| 4 | 4th Year after fiscal | Items with a Condition Rating of "3" or are in the due for replacement within four years will be rated "4" under this category. |
| 5 | 5th Year after fiscal | Items with a Condition Rating of "3" or are in the due for replacement within five years will be rated "5" under this category. |

# Unit Interior Inspection Form

# Unit Interior Inspection Form

**Co-op:** _____ **Inspected by:** _____ **Date:** _____ **Unit No.:** _____

| UNIT COMPONENT | LOCATION<br>Note location where issues exist for each component | MATERIAL TYPE<br>Note material type for each component with issues | YEAR LAST REPLACED /REPAIRED | CONDITION RATINGS | EXPENSE | ACTION REQUIRED (*transfer Coop expenses to ROLL-UP Sheet) |
|---|---|---|---|---|---|---|
| Doors: operation, threshold, hardware, latch, seal | | | | | | |
| Floors | | | | | | |
| Ceilings | | | | | | |
| Light Fixtures | | | | | | |
| Walls | | | | | | |
| Electrical: outlets, plugs, switches,GFCI | | | | | | |
| Windows: operation, hardware, mold, caulking | | | | | | |
| Closet Doors: hardware, operation, paint, shelves / rods | | | | | | |
| Heaters: thermostats, fins, paint, operation | | | | | | |
| Stairs: handrails, vertical bars, tread wear | | | | | | |
| Fireplace, flue, screen | | | | | | |
| Patio Doors: operation, caulking, seal, latch, mold | | | | | | |

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|---|---|---|---|---|---|---|
| Patios: soffit, cladding, sealant, surface, light fixture, electrical | | | | | | |
| Other: | | | | | | |
| **KITCHEN** | | | | | | |
| Countertop: seams, sink caulking, backsplash | | | | | | |
| Cabinets: hardware, drawers, doors, hinges, shelves | | | | | | |
| Dishwasher: racks, operation | | | | | | |
| Plumbing: faucet, lines, water pressure, seals | | | | | | |
| Rangehood fan and light (including suction test) | | | | | | |
| Fridge: seal, hinges, drawers, racks | | | | | | |
| Stove: elements (top and oven), hinges, bottom drawer | | | | | | |
| Other: | | | | | | |
| **WASHROOM** | | | | | | |
| Finishes: tile, grout, caulking, faucets, diverter | | | | | | |

# Unit Interior Inspection Form

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|---|---|---|---|---|---|---|
| Accessories: shower rod, towel/grab bar, toilet paper holder | | | | | | |
| Plumbing: pressure, plug seal, supply lines/shut-off valves | | | | | | |
| Countertop: seams, sink caulking, backsplash | | | | | | |
| Cabinet / Vanity: hardware, drawers, doors, hinges, shelves | | | | | | |
| Fan: airflow suction test, noise, switches, fan motor | | | | | | |
| Other: | | | | | | |
| **GENERAL / MISCELLANEOUS** | | | | | | |
| Air Conditioner | | | | | | |
| Washer | | | | | | |
| Dryer | | | | | | |
| Hot water tank: shut-off valves, leaks, or sweating | | | | | | |
| Attic Space: insulation, venting, baffles | | | | | | |

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|---|---|---|---|---|---|---|
| Attic space: fire separation | | | | | | |
| Pests: specify evidence | | | | | | |
| Excess moisture | | | | | | |
| Other: | | | | | | |
| **SAFETY** | | | | | | |
| Smoke Detectors | | | | | | |
| Carbon Monoxide Sensor (if gas appliances) | | | | | | |
| Smoke smell, residue | | | | | | |
| Mould | | | | | | |
| Fire extinguisher | | | | | | |
| Sprinkler System | | | | | | |
| Other: | | | | | | |

# Unit Interior Inspection Form

**Co-op:** _____ **Inspected by:** _____ **Date:** _____ **Unit No.:** _____

| UNIT COMPONENT | LOCATION<br>Note location where issues exist for each component | MATERIAL TYPE<br>Note material type for each component with issues | YEAR LAST REPLACED /REPAIRED | CONDITION RATINGS | EXPENSE | ACTION REQUIRED (*transfer Coop expenses to ROLL-UP Sheet) |
|---|---|---|---|---|---|---|
| MEMBER COMMENTS | | | | | | |
| INSPECTOR COMMENTS | | | | | | |

# Exterior Building Inspection Form

# Exterior Building Inspection Form

**Co-op:** _____ **Inspected by:** _____ **Date:** _____

| EXTERIOR BUILDING COMPONENT | LOCATION<br>Note location where issues exist for each component | MATERIAL TYPE<br>Note material type for each component with issues | YEAR LAST REPLACED / REPAIRED | CONDITION RATINGS | EXPENSE | ACTION REQUIRED (*transfer Coop expenses to ROLL-UP Sheet) |
|---|---|---|---|---|---|---|
| **GROUNDS:** | | | | | | |
| Playground: equipment, surfacing | | | | | | |
| Landscaping: surfaces, plantings, irrigation, hose bibs | | | | | | |
| Foundation, crawl spaces, curbs, retaining walls | | | | | | |
| Walkways, pathways, access ramps | | | | | | |
| Driveway: paving, line painting, markings, traffic control signage | | | | | | |
| Fencing: including guardrails, handrails, railings | | | | | | |
| Exterior Structures: sheds, decks, storage, etc. | | | | | | |
| Garbage / recycle area | | | | | | |
| Signage | | | | | | |
| Other: | | | | | | |

# Exterior Building Inspection Form

**Co-op:** _____ **Inspected by:** _____ **Date:** _____

| EXTERIOR BUILDING COMPONENT | LOCATION<br>Note location where issues exist for each component | MATERIAL TYPE<br>Note material type for each component with issues | YEAR LAST REPLACED / REPAIRED | CONDITION RATINGS | EXPENSE | ACTION REQUIRED (*transfer Coop expenses to ROLL-UP Sheet) |
|---|---|---|---|---|---|---|
| **BUILDING EXTERIOR:** | | | | | | |
| Cladding | | | | | | |
| Painting | | | | | | |
| Stairs (handrails, guardrails, vertical bars) | | | | | | |
| Windows / Skylights: operation, hardware, mold, seal, caulking | | | | | | |
| Doors: operation, threshold, hardware, latch, seal | | | | | | |
| Lighting: poles, fixtures, bulbs | | | | | | |
| Chimney:mortar, spalling | | | | | | |
| Other: | | | | | | |
| **ROOF / ATTIC:** | | | | | | |
| Attic Space: insulation, mold, rot, fire separation, hatch door | | | | | | |
| Structure, ridge / fascia boards, surface, anchors, access ladder, | | | | | | |
| Gutters and downspouts | | | | | | |

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**Co-op:** _____ **Inspected by:** _____ **Date:** _____

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|---|---|---|---|---|---|---|
| Other: | | | | | | |
| **MECHANICAL & ELECTRICAL SYSTEMS** | | | | | | |
| Drainage: grade, catch basins, sanitary, sewer, manholes | | | | | | |
| Fire Safety: extinguishers, equipment | | | | | | |
| Emergency lighting and exit signs | | | | | | |
| Electrical: transformer, outlets | | | | | | |
| Ventilation: stacks, fan exhausts | | | | | | |
| Air Conditioning | | | | | | |
| Gas Piping | | | | | | |
| Emergency Generator | | | | | | |
| Solar Panels | | | | | | |
| Water collection | | | | | | |
| Elevator | | | | | | |

# Exterior Building Inspection Form

**Co-op:** _____ **Inspected by:** _____ **Date:** _____

| EXTERIOR BUILDING COMPONENT | LOCATION<br>Note location where issues exist for each component | MATERIAL TYPE<br>Note material type for each component with issues | YEAR LAST REPLACED / REPAIRED | CONDITION RATINGS | EXPENSE | ACTION REQUIRED (*transfer Coop expenses to ROLL-UP Sheet) |
|---|---|---|---|---|---|---|
| Other: | | | | | | |
| **PARKADE / UNDERGROUND PARKING** | | | | | | |
| Doors | | | | | | |
| Drainage: floor, trench | | | | | | |
| Detectors (smoke, heat, sprinkler) | | | | | | |
| Surface: line painting, traffic deck coating and waterproofing | | | | | | |
| Other: | | | | | | |
| **GENERAL / MISCELLANEOUS** | | | | | | |
| Pests: specify evidence | | | | | | |
| **OTHER** | | | | | | |
| | | | | | | |

# Common Area Inspection Form

# Common Area Inspection Form

**Co-op:** _____ **Inspected by:** _____ **Date:** _____

| COMMON AREA COMPONENT | LOCATION<br>Note location where issues exist for each component | MATERIAL TYPE<br>Note material type for each component with issues | YEAR LAST REPLACED / REPAIRED | CONDITION RATINGS | EXPENSE | ACTION REQUIRED (*transfer Coop expenses to ROLL-UP Sheet) |
|---|---|---|---|---|---|---|
| **ENTRANCES, HALLWAYS & STAIRWELLS** | | | | | | |
| Doors: structure, operation, threshold, hardware, seal | | | | | | |
| Floors | | | | | | |
| Ceilings | | | | | | |
| Light Fixtures | | | | | | |
| Walls | | | | | | |
| Electrical: outlets, plugs, switches,GFCI | | | | | | |
| Windows: operation, screen, hardware, mold, seal, caulking | | | | | | |
| Stairs: handrails, vertical bars, tread wear | | | | | | |
| Heaters (thermostats, fins, paint, operation) | | | | | | |
| Other | | | | | | |
| **COMMON ROOM / OFFICE** | | | | | | |
| Doors: structure, operation, threshold, hardware, seal | | | | | | |

# Common Area Inspection Form

**Co-op:** _____ **Inspected by:** _____ **Date:** _____

| COMMON AREA COMPONENT | LOCATION<br>Note location where issues exist for each component | MATERIAL TYPE<br>Note material type for each component with issues | YEAR LAST REPLACED / REPAIRED | CONDITION RATINGS | EXPENSE | ACTION REQUIRED (*transfer Coop expenses to ROLL-UP Sheet) |
|---|---|---|---|---|---|---|
| Floors | | | | | | |
| Ceilings | | | | | | |
| Light Fixtures | | | | | | |
| Walls | | | | | | |
| Electrical: outlets, plugs, switches,GFCI | | | | | | |
| Windows: operation, screen, hardware, mold, seal, caulking | | | | | | |
| Stairs: handrails, vertical bars, tread wear | | | | | | |
| Heaters: thermostats, fins, paint, operation | | | | | | |
| **KITCHEN** | | | | | | |
| Countertop: seams, sink caulking, backsplash | | | | | | |
| Cabinets: Hardware, drawers, doors, hinges, shelves | | | | | | |
| Dishwasher: racks, operation, | | | | | | |

# Common Area Inspection Form

**Co-op:** _____ **Inspected by:** _____ **Date:** _____

| COMMON AREA COMPONENT | LOCATION<br>Note location where issues exist for each component | MATERIAL TYPE<br>Note material type for each component with issues | YEAR LAST REPLACED / REPAIRED | CONDITION RATINGS | EXPENSE | ACTION REQUIRED (*transfer Coop expenses to ROLL-UP Sheet) |
|---|---|---|---|---|---|---|
| Plumbing: faucet, lines, water pressure, seals | | | | | | |
| Rangehood fan and light (including suction test) | | | | | | |
| Fridge: seal, hinges, drawers, racks | | | | | | |
| Stove: elements (top and oven), seal, hinges, bottom drawer | | | | | | |
| Other: | | | | | | |
| **WASHROOM** | | | | | | |
| Finishes: tile, grout, caulking, faucets, diverter | | | | | | |
| Accessories: shower rod, towel bar, toilet paper holder, grab bar, mirror | | | | | | |
| Plumbing: pressure, plug seal, water supply lines, shut-off valves | | | | | | |
| Countertop: seams, sink caulking, backsplash | | | | | | |
| Cabinet / Vanity: hardware, drawers, doors, hinges, shelves | | | | | | |
| Fan: airflow suction test, noise, switches, fan motor | | | | | | |

# Common Area Inspection Form

**Co-op:** _____ **Inspected by:** _____ **Date:** _____

| COMMON AREA COMPONENT | LOCATION<br>Note location where issues exist for each component | MATERIAL TYPE<br>Note material type for each component with issues | YEAR LAST REPLACED / REPAIRED | CONDITION RATINGS | EXPENSE | ACTION REQUIRED (*transfer Coop expenses to ROLL-UP Sheet) |
|---|---|---|---|---|---|---|
| Other: | | | | | | |
| **BUILDING SYSTEMS** | | | | | | |
| Fire Safety: extinguishers, panel, equipment | | | | | | |
| Heating: furnaces, hot water heaters, boilers, | | | | | | |
| Electrical: transformer, panel, outlets | | | | | | |
| Air Conditioning | | | | | | |
| Gas Piping | | | | | | |
| Other: | | | | | | |
| **GENERAL / MISCELLANEOUS** | | | | | | |
| Doors | | | | | | |
| Drainage: floor, trench | | | | | | |
| Detectors (smoke, heat, sprinkler) | | | | | | |
| Pests: specify evidence | | | | | | |

# Common Area Inspection Form

**Co-op:** _____ **Inspected by:** _____ **Date:** _____

| COMMON AREA COMPONENT | LOCATION<br>Note location where issues exist for each component | MATERIAL TYPE<br>Note material type for each component with issues | YEAR LAST REPLACED / REPAIRED | CONDITION RATINGS | EXPENSE | ACTION REQUIRED (*transfer Coop expenses to ROLL-UP Sheet) |
|---|---|---|---|---|---|---|
| Other | | | | | | |

# Master Roll-Up Sheet

# Master Roll-Up Sheet

**Co-op:** _____ **Fiscal Year:** _____

| COMPONENT | MATERIAL TYPE<br>Note material type for each component with issues | LOCATION<br>Note location where issues exist for each component | ACTION REQUIRED (*brought forward from inspection forms) | Condition Rating | Skill Required | Expense | Fiscal Year to be Completed | Date Completed | Estimated Cost | Actual Cost |
|---|---|---|---|---|---|---|---|---|---|---|
| **INTERIOR UNITS** | | | | | | | | | | |
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| **EXTERIOR BUILDING** | | | | | | | | | | |
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# Master Roll-Up Sheet

**Co-op:** _____ **Fiscal Year:** _____

| COMPONENT | MATERIAL TYPE<br>Note material type for each component with issues | LOCATION<br>Note location where issues exist for each component | ACTION REQUIRED (*brought forward from inspection forms) | Condition Rating | Skill Required | Expense | Fiscal Year to be Completed | Date Completed | Estimated Cost | Actual Cost |
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| **COMMON ROOM** | | | | | | | | | | |
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| | | | | | | | **Total Estimated Cost for Year 2:** | | | **$ -** |

# Maintenance Tips Sheet

| COMPONENT | WHAT TO LOOK FOR | UNIT | COSTS | AVERAGE LIFE |
|---|---|---|---|---|
| **STRUCTURAL** | | | | |
| Concrete slab on grade | This is typically the lowest level within a parkade and the lowest floor of a building if has no basement or crawl space. Inspect foundations for cracks, damage, shifting, uneven settlement, and evidence of water ingress at the edges or cracks. Deficiencies are generally not structurally significant and are primarily a functional or aesthetic issue. | Item | Costs **vary** (depending on severity of deficiency) | 80 |
| Floor structure | Inspect for abnormal deflection, sponginess, trip or fall hazards. | Item | Varies | 80 |
| Parkade suspended floors (not the lowest level) | Check the top and bottom sides for cracks, spalling (chunks of concrete falling off), signs of water penetration through the slab, rust staining on the concrete. Water penetrating these concrete floors can cause significant and expensive damage over time. This rate of deterioration accelerates over time and occurs more rapidly in areas of heavy snow that use de-icing salts or chemicals on roadways. Repairs should be made on an ongoing basis to extend the life and avoid expensive rehabilitation. A building science engineering firm should be engaged to assess the extend of deterioration and ensure proper repairs as conducted. Areas of the upper level of the parkade that are below landscaping is the highest risk for water ingress as it relies on a waterproof membrane that is buried (hidden from view) which fails over time. | Item | Varies | 80 |
| Walls (Various Types) | Inspect for cracks, out of plumb wall surface, bowing of the walls, leaning, racking or twisting of cladding. These are all potentially significant structural concerns that should be investigated by a structural engineer. | Item | Varies | 80 |
| Concrete Foundations | Inspect foundations for cracks, shifting, and damage; evidence of water issues (efflorescence, cracks, spalling, etc.). Small cracks are typically not structurally significant, but differential settlement at cracks, or walls tilting may be significant concerns that should be investigated by a structural engineer. | Item | Varies | 80 |
| Basement Wall (below grade) | The below grade portion of basement walls is typically concrete, but may be covered with interior wall finishes and insulation. Inspect for; cracked areas of concrete; cracking interior finishes, water ingress, wet / mould odors, organic staining, wet areas of the floor along the wall. Water ingress or condensation within the wall assembly can result in mould growth. If the wall is a wood framed structure then it may deteriorate over time and this damage may be hidden from view behind the interior finishes. Wood framed basement walls should be inspected by an engineer from time to time, especially if there are symptoms of water within the walls. | Item | Varies | 80 |
| Wood Support Framing | Inspect/probe all vulnerable wood-support members (sill plates, girders, joists) resting on the foundation wall for rot and/or insect damage. Note floor joists or girders that sag, have notched sections, or are spaced very widely is there bridging/blocking between the floor joists. Inspect wood columns, support joists, and subflooring for cracked sections and evidence of rot. | Item | Varies | 80 |
| Balconies | Inspect concrete balconies for; spalling concrete, exposed rebar, rust staining, and drainage sloping away from the building. Inspect wood framed balconies for waterproof membrane condition, soft spots in the deck, drainage slope away from the building, sagging, water damage visible at the soffits (leaks from above). Maintaining the waterproofing is critical for preventing water damage to the structure. Exposed concrete decks also need a coating for protection. | Item | Varies | 80 |
| Chimneys | Chimneys to roof interfaces are a typical problem are for water ingress. Water can travel within the chimney structure and cause damage at the roof ingress location as well within the chimney structure; especially if it is a wood framed structure. Inspect the roof to chimney space for signs of water ingress or damage to the chimney cladding. If symptoms are observed then this should be reviewed further by a building envelope engineer as significant hidden damage may be occurring hidden below the surface. Check for leaning of the chimneys and have then inspected by a structural engineer is detected, especially important for brick chimneys as the hazard of a collapsing brick chimney is significant. | Item | Varies | 80 |

| COMPONENT | WHAT TO LOOK FOR | UNIT | COSTS | AVERAGE LIFE |
|---|---|---|---|---|
| Balcony Guardrails | Inspect railing and guardwalls by pushing on them. If there is deflection or they feel weak or your hear of feel the fasteners coming loose under the test load then this is a potentially significant safety concern that should be investigated by an engineer. | Item | Varies | 40 |
| **ROOFING** | | | | |
| Roof Anchors | Roof fall protection anchors require annual certification by a structural engineer. | Each | $3,000 | 30 |
| Roof structure | Inspect for sagging of the surface, bowing at the ridge or hip lines. If you have snow retention systems check to see if there is any damage. Sagging may be an indication of structural problems and should be investigated further. | Item | Varies | 80 |
| Low Slope / Flat Roofing | Inspect for; ponding and plugged drains, loose flashing, air pockets, blisters, debris, separation at seams, and sealing around penetrations. Wood roof structures deflect over time and ponding water may develop over time due to normal wood framing aging. Check to ensure that there is a "backup" drain, scupper, or low roof edge where water can flow if the primary drains get blocked with leaves. Plugged drains can lead to deep ponding that is heavy and can damage the structure, and water can back up into doors, wall, flashings, etc. and pour into the building causing water damage. | sq.ft | $30 | 25 |
| Shingle Roofing | Inspect for; curled, cracked or missing shingles. Most shingle damage occurs after heavy winds and make the roof susceptible to water damage. Inspection should be done prior to the snow or rainy weather season. Roofs should be assessed by a professional roof consultant overly 3 years after they are about 15 years old. | sq. ft. | $10 | 25 |
| Metal Roof System | Inspect for loose flashings, especially at the gable edges and ridges as they can blow off when the fasteners age. Inspect fasteners to see if they are becoming loose and if the rubber gaskets are failing. Exposed metal fastener style roofs typically need fastener replacement after 15 years. Inspect surface finish for corrosion. Metal roof repairs should be overseen by a roof consultant as the workmanship and detailing is very important. | sq. ft. | $40 | 50 |
| Soffit & Fascia | Inspect soffits for signs of water damage which could indicate water leaks from above. Check to see soffits are secure and no sections are missing. Inspect for signs of rodent entry and nesting. | ln.ft. | $30 | 38 |
| Gutters and downspouts | Inspect gutters to ensure that they are clear of debris and for securement by looking to see if they are pulling away or twisting away from the building. Check to see that gutters are sloped towards the downspouts. Check that downspouts are connected and water is not spilling out. | ln.ft. | $20 | 25 |
| **EXTERIOR BUILDING** | | | | |
| Cladding - general | Check for signs of damage, deterioration, water leakage, mold, mildew and staining, cracks, caulking, pests, deficiencies in securement, and weather tightness. Inspect for cracks, water damage, mildew, staining and delaminating. Clean per warranty manual or manufacturer's instructions if no manual. Repair, replace or seal cracks and damaged siding. Repaint or re-stain where paint or stain has deteriorated. | | | |
| Stone Masonry | Inspect for loose, spalling, leaning, and cracked masonry. Also check for missing or cracked grout. Budget based on mortar rehabilitation service life. | sq. ft. | $8 | 20 |
| Brick Masonry | Check for spalling, cracking of bricks, cracking of mortar joints, dirt piles against masonry, mortar missing from joints. Budget based on mortar rehabilitation service life. | sq. ft. | $8 | 20 |
| Concrete Block Masonry | Inspect for cracking blocks and mortar, and flor leaning or bulging sections of wall. Budget based on mortar rehabilitation service life. | sq. ft. | $8 | 20 |

| COMPONENT | WHAT TO LOOK FOR | UNIT | COSTS | AVERAGE LIFE |
|---|---|---|---|---|
| Stucco / EIFS | Determine if the EFIS or stucco has a drainage cavity between the cladding and the wall structure, this can be done by looking at the very bottom edge and feeling for the space (typically 1/4" to 1/2"). If there is a cavity then the potential for water damage to the structure is reduced. If there is no cavity then this is a "face sealed" cladding and the risk of hidden structural damage due to water ingress increases greatly. Inspect for cracks, drip edge flashing that slopes backwards to the building, flashings that do not have end dams and allow water to flow behind the cladding. Face sealed cladding systems should be professionally reviewed every 3 years by a building envelope engineer to help identify potential water ingress damage. Budget based on full rehabilitation. | sq. ft. | $40 | 35 |
| Siding - Metal | Metal cladding typically lasts for 40 to 50 years. Paint fading is common, especially for darker colours. If corrosion is observed then treatment and painting is required to renew the panel finish. Painting at 25 years (mid life cycle) is common. | sq. ft. | $55 | 45 |
| Siding - Wood & Cementitious | Wood and cementitious wood fiber boards (like Hardi-Board) all rely on a protective paint coating or stain for long term performance. Check to ensure that the protective paint coating is in good condition. Painting of wood is typically required every 8 years or so. Cement board typically has a factory finish that can last for 15 to 20 years before painting will be required. Budget based on full rehabilitation. | sq. ft. | $45 | 38 |
| Siding - Vinyl | Vinyl siding begins to become very brittle after roughly 35 years and may deteriorate quite rapidly thereafter. The colour fading can be significant over time, especially with darker colours. Replacement after 40 years is typical due to colour fading, mismatching of repaired areas, and increased impact damage as they become more brittle. | sq. ft. | $45 | 38 |
| Windows - wood | Wood windows are typically seen on older historical style buildings. They need repairs and painting or staining of they are to be preserved. Often they are replaced with vinyl or aluminum unless they are historically significant features. Inspect the hardware and operation as dimensional changes or paint buildup can affect operation. Check for rot, cracking and protective finishes. Also look for water damage on the inside base of windows and wall jambs as condensation may result in water damage or organic growth. Cracked units should be replaced, and fogged units (failed insulating seal) may be replaced to restore thermal performance and to eliminate the fogging within the glass unit. Budget based on full rehabilitation. | sq. ft. | $75 | 45 |
| Windows - vinyl | Inspect for: smooth operation; weather tightness; hardware and locks are functioning; glass and IGU seals are intact (i.e., moisture trapped between panes); screens are present; caulking, sill, and frame are not cracked; presence of gouges, condensation/mould; gaps between frame and wall; draft when window is closed; clean weep holes; condition of weatherstripping. Cracked units should be replaced, and fogged units (failed insulating seal) may be replaced to restore thermal performance and to eliminate the fogging within the glass unit. | sq. ft. | $75 | 34 |
| Windows - metal | Older aluminum and steel framed windows have very poor thermal performance and are prone to water ingress into the walls at the corners and condensation water accumulation on the interior surface. Inspect for: smooth operation; weathertightness; hardware and locks are functioning; glass and IGU seals are intact (i.e., moisture trapped between panes); screens are present; caulking, sill, and frame are not cracked; presence of gouges, condensation/mould; gaps between frame and wall; draft when window is closed; clean weep holes; condition of weatherstripping. Cracked units should be replaced, and fogged units (failed insulating seal) may be replaced to restore thermal performance and to eliminate the fogging within the glass unit. Modern metal windows typically have much better thermal performance than older windows. | sq. ft. | $100 | 34 |
| Exterior Doors | Check both faces and door frame for scratches, gouges, cracks, dents, or other damage. Examine all hardware for loose, missing or broken parts. Inspect for signs of forced entry, correct hardware operation, weather stripping and sealants are not cracked or shrinking, thresholds are not damaged, and there is no warping of the door or frame. Test door closer operation to ensure that the door closes and latches shut. Inspect automatic door opener for operation and test the controls on the inside and outside. Inspect fit of door: does it rub against the frame or floor, close/lock easily? Test door panel integrity by pulling it open gently while holding the bottom corner of the door fixed with your foot. Failed door panels will bend or twist under moderate pressure and should be replaced. Consider painting when factory paint is in poor condition. | Each | $1,000 | 40 |

| COMPONENT | WHAT TO LOOK FOR | UNIT | COSTS | AVERAGE LIFE |
|---|---|---|---|---|
| Storm Doors | Inspect for smooth operation, door hardware is secure, locks are functioning, IGU seals are intact. Is door securely attached and fits in door frame without gaps above or below. Installation of storm doors provides added weather protection to the main exterior door and may help with reducing air leakage. | Each | $600 | 20 |
| Sliding Patio/Balcony Doors | Inspect for smooth operation, door hardware is secure, locks are functioning, IGU seals are intact, screens are not torn. Clean out track at the bottom. The door should have a locking latch at the handle and another pin latch at the bottom for added security. | Each | $1,250 | 34 |
| Courtyard, Parkade Waterproofing Membranes | If a portion of the courtyard area or perimeter landscaping around the building is over top of a concrete parkade structure then there is a waterproof membrane hidden below the surface of the landscaping. If there are signs of water ingress through the roof of the concrete parkade as seen from the upper parking level then the membrane is leaking. This should be investigated by an engineering firm as water ingress can be a nuisance, damage vehicle finishes, and over time case significant and expensive damage to the concrete structure. Look for any items in the landscaping care that may damage the hidden membrane. | sq. ft. | $80 | 35 |
| Balconies and Decks - Waterproofing Coating | Exposed waterproof coatings are typically either vinyl sheet type or liquid applied built up membrane systems. Inspect to ensure that there are no breached in the membrane and that the membrane turns up under the doors and siding. Check to ensure that the water flows away from the building to a drain or over the edge into a gutter. Pay special attention the interface of the membrane to wall interface at the location where water spills over the edge as often water gets directed into the wall cladding system. Sometimes there are pavers or concrete topping above the membrane which prevent visual review of the membrane, in which case you should look for deflection of the topping or soft spots in the paver areas which may indicate structural failure of the decking. Balconies should be assessed by an engineer if there are any symptoms for membrane failure. | sq. ft. | $25 | 18 |
| Wood Guardwalls | Some decks and balconies have wood framed guardwalls that are built like an exterior wall that is normally 42" tall. These can by problematic as water ingress over time can degrade the wood and make them weak or allow water to get into the structural deck below. Check to ensure that they are 42" above the finished deck surface. Grab the guardwalls at the top and try and rock it back and forth; there should be little or no movement. If it feels weak and deflects then it should be assessed by an engineer. | sq. ft. | $80 | 25 |
| Guardrails & Handrails | Check that railings / handrails on stairs and decks are adequate and stable/secure as well as connections. Grab the top of the railing and try and rock it back and forth to test the deflection. Check for corrosion at joints and base of posts. Check stairs for tread and trip or fall hazards. It is quite common for connection to become weak over time. Any deficiencies should be reviewed by an engineer. | ln.ft. | $80 | 25 |
| Exterior Painting | Painting is not just cosmetic as it protects wood, metal and concrete from environmental damage. Painted wood surfaces are the most susceptible and should be monitored annually to ensure that there is sufficient coverage to protect the wood. It is recommended that qualified contractors be used for this type of work to ensure a consistent standard, and that all painting be completed at the same time. Localized painting can be completed by members if necessary. | sq.ft | $5 | 8 |
| Exterior Sealants | Proper sealant installation with the correct type, profile, width and depth for its specific application should be followed to maintain the function and service life of sealants. Cracked or missing sealant should be repaired. If cracking is extensive then the sealant is likely old and brittle and requiring full replacement. | ln.ft. | $10 | 16 |
| Site drainage and grading | Ensure grade is away from the building where possible. Check low lying landscaping for health of vegetation as prolonged ponding water can result in areas of dead landscaping and drains may be required. | ln.ft. | Varies | 20 |

| COMPONENT | WHAT TO LOOK FOR | UNIT | COSTS | AVERAGE LIFE |
|---|---|---|---|---|
| Perimeter sub-drains | Typically there are foundation sub-drains installed around the buildings, but they are buried in the ground hidden from view with only the top of the cleanout pipes visible. These drains are installed below the basement level to control the water depth. If there is now gravity feed available for these pipes then a pump system is required to get this water to the storm water drainage system. If water is seeping into the basement walls then the sub-drains may be plugged. Roots from nearby trees can also grow into the pipes and plug them. The drains should be inspected by camera and flushed clean every 10 years, or more frequently if problems are found with plugged drains. Budget includes flushing and minor repairs. | ln.ft. | $10 | 20 |
| Attics / Crawlspaces & Related | Inspect for dampness, vermin, and presence of mould or rot on beams and posts, ventilation deficiencies, weathertightness, improper termination of the ducting and venting for appliances/venting/plumbing systems that pass through the attic space. Check crawlspace foundation walls, posts, and wood support framing for deterioration and signs of water seepage. Check crawlspace: subfloor and support joist for insect damage and/or rot; adequate ventilation; floor vapour barrier; insulation loose or incorrectly place; supply pipes are protected from freezing; heat supply ducts/pipes insulated properly. | sq.ft | Varies | 80 |
| **INTERIOR** | | | | |
| Kitchen | Inspect for: damage to counters; (chips, cracks, scratches, gouges, burns, caulking; sponginess around taps; delamination); cupboard doors (securely attached and functioning, hinges, hardware, surface on both sides is undamaged); shelving missing/damaged; sink/taps well sealed to counter; deficiencies in plumbing connections (dampness or signs of leaking under sink and/or around shut-off valves, dripping faucets, water pressure; ease of draining). | Item | $10,000 | 25 |
| Bathroom | Clean fan and motor, lubricate bearings. Perform fan suction test. Inspect for damage to counters, cupboard doors, hinges, deficiencies in plumbing connections. Check for signs of water damage: (loose, cracked, or missing tiles and spongy sections; missing/cracked grouting and caulking; staining and/or presence of mould). Check for dripping taps, free flowing water, and that water drains from basin and tub smoothly and quickly. Check toilet for "sweating", leaks, and proper flushing. Is there evidence of silverfish? | Item | $8,000 | 25 |
| Flooring -Carpets | Inspect for damage to carpet, lifting at seams / corners, excessive wear, burns, fraying, stains, tears. Check for quality of fit particularly on the stairs. Are holding rods required? Timely repairs to damaged flooring is recommended to extend the service life of the flooring. | sq. ft. | $9 | 14 |
| Flooring -Vinyl Composite Tile | Inspect for damage to floor, lifting at seams, burns, stains, tears. Timely repairs to damaged flooring is recommended to extend the service life of the flooring. | sq. ft. | $9 | 20 |
| Flooring -Vinyl Resilient Flooring | Inspect for damage to floor, lifting at seams, burns, stains, tears. Timely repairs to damaged flooring is recommended to extend the service life of the flooring. | sq. ft. | $10 | 20 |
| Flooring -Laminate | Inspect for damage to floor, lifting at seams, burns, stains, tears. Timely repairs to damaged flooring is recommended to extend the service life of the flooring. | sq. ft. | $10 | 20 |
| Flooring -Floating Composite Floor | Inspect for damage to floor, lifting at seams, burns, stains, tears. Timely repairs to damaged flooring is recommended to extend the service life of the flooring. | sq. ft. | $12 | 20 |
| Baseboards | Note type (painted, unpainted wood, rubber or vinyl cove, tile etc.). Check for gouges, splits, missing sections in baseboard or quarter round. Is the baseboard fastened securely to the wall with no gaps. Is there a draft at the joint between the wall and floor. Has the joint been caulked? Note any discoloration, stains, paint splatters. | ln.ft. | $4 | 20 |
| Interior Finishes | Hardware, light switches / outlets, lighting, faucets, etc | Item | Varies | 20 |

| COMPONENT | WHAT TO LOOK FOR | UNIT | COSTS | AVERAGE LIFE |
|---|---|---|---|---|
| Appliances - Stoves | Note model and serial number. Check for scratches, racks, all burners operate at requisite temperature (low, med, high), oven bake/broil functions, lower draw operates smoothly, appliance is clean. Check stove burners and wires for electrical shorting or grease build up. Check hood fans for filters, venting, grease build up and fire hazards. | Each | $800 | 25 |
| Appliances - Refrigerators | Note model and serial number. Check for scratches, broken shelves, light operation, breaks in door seal, tight seal when closed, cracks or leaks in tray underneath, hinges secure, appliance is clean. Check that the doors seal closed and that the fridge is cold. Sometimes the fan or compressor will make a lot of noise when it is at the end of tis life, but often the fridge fails without any warning after about 10 years. If you have an icemaker check the condition of the water connection hose as failure is common and may result in a significant water leak and water damage to the interior. | Each | $800 | 17 |
| Ceiling | Inspect for mold, drywall damage, water damage, holes, cracking, and paint and humidity levels. Note, type of ceiling (plaster, drywall, stucco, acoustic tile, etc.). Is there any evidence of leaking (look for spalling, nail popping, bulges, water staining). Record the location and extent of any damage such as cracks, loose or broken plaster, missing tiles, discoloration, etc. | sq.ft. | Varies | 80 |
| Walls | Inspect for mold, drywall damage, water damage, holes, cracking, and paint and humidity levels. Note the type of wall surface (plaster, drywall, wood paneling, etc.) , the location and extend of cracks, holes, etc. Check for spalling (surface flaking), nail popping, bulges in wall surface. What is the condition of the paint? Does the colour quality and application conform to policy? Are walls cold? damp? Is there evidence of leaking? Are window/door frames level? | sq.ft. | Varies | 80 |
| Interior Doors | Check both faces and door frame for scratches, gouges, cracks, dents, or other damage. Examine all hardware for loose, missing or not working parts. Are hinges secured to door/frame? Is the frame damaged? Inspect fit of door: does it rub against the frame or floor, close/lock easily? | Each | $500 | 20 |
| Closets | Inspect walls, ceiling as previously indicated. Note absence of shelving and clothing rods. Note, addition of any other member added hardware. | Each | $600 | 10 |
| Stairs | Inspect for: uneven risers; missing handrails; wall-joint separation; loose or bouncy steps; loose, worn, or missing treads. | ln.ft. | Varies | 20 |
| Appliances - Dishwashers | Check dishwasher options and door seal. Look under the dishwasher for signs of leaks. Small leaks are a sign of a filing pump and it is normally more economical to replace the unit than repair it, but an appliance repair contractor can determine this. | Each | $600 | 10 |
| Electric Baseboard Heaters | Check that heat can circulate freely (no objects/furniture blocking heat source), fins are in good condition, thermostats function. Note that fabric and other materials can catch on fire if they are touching the baseboards, so ensure that there is safe clearance. | Each | $500 | 25 |
| Fireplace (interior) | Clean and check for cracks, loose/missing bricks, leaks, deterioration of mortar joints and spalling, chimney flashing, sagging, or other damage. Include fireplaces and wood stoves. Gas fireplaces require qualified technician to test. | Each | $4,000 | 20 |
| Attics & Related | Inspect for dampness, vermin, inspect beams and posts for rot. Inspect for fire breaches in fire wall separations. Deficiencies in the amount and location of insulation. Upgrading insulation is optiona and should be considered as part of an energy audit. | sq.ft | Varies | 80 |
| **MECHANICAL & PLUMBING - (Anything more than the most basic issue should be resolved by a qualified professional. )** | | | | |
| Make-Up Air Unit - Common | In apartment style buildings there is a mechanical unit that provides outside air to ventilate and pressurize the hallways. Check that the unit is operational as sometimes they break down and people do not know. Normally you can see the supply vents in the hallway so you can use a piece of paper to test for air flow. | Each | $15,000 | 25 |
| Furnaces | Service annually by qualified service company. Change filter as required. Adjust for seasonal temperatures. | Each | $3,900 | 23 |
| Air Conditioners | Inspect for damage, icing, noise & leaks. Clean condenser. Inspect for inappropriate location, securement, and stability of equipment. | Each | $3,000 | 20 |
| Air Conditioners - Townhouses | Inspect for damage, icing, noise & leaks. Clean condenser. Inspect for inappropriate location, securement, and stability of equipment. | Each | $6,000 | 20 |

| COMPONENT | WHAT TO LOOK FOR | UNIT | COSTS | AVERAGE LIFE |
|---|---|---|---|---|
| Heat Recovery Ventilators (HRVS) | You should clean or replace your filters every 2 months. Most new HRVs can be easily removed, vacuumed, and washed with mild soap and water. Check outdoor intake and exhaust hoods and remove debris which may be blocking outside vents. Ensure condensate drain is clear of buildup and water flows freely. Check for dust buildup inside and clean heat exchange core. Once per year check the ductwork and grilles covering duct ends leading to and from the HRV to ensure it is clean. Remove accumulated dirt from fan blades and lubricate motor as needed. An HRV technician is recommended for maintenance. | Each | $3,500 | 18 |
| Hot Water Heaters | Open drain; inspect pressure reducer valve-leaks. Inspect for evidence of leaks or deficiencies in piping materials. | Each | $950 | 12 |
| Boilers - Common | Preventative maintenance servicing, including visual inspection, all operational testing of controls and safety switches. Inspect for evidence of leaks or deficiencies in piping materials. | Each | $25,000 | 23 |
| Hot Water Storage Tanks | Inspect for leaks. | Each | $1,800 | 23 |
| Plumbing Piping & Related | If there is a history of water leaks then an engineer should be hired to assess the piping system. | Item | $10,000 | 10 |
| Fire and Domestic Watermains - Underground | Check that backflow preventers have been recertified within the past year. | Item | Varies | 50 |
| Storm Drainage | Every two years inspect lines for accumulated debris and blockages. Hydro flush lines to clear. | Item | Varies | 50 |
| Sanitary Sewers / plumbing stacks | Once every two years cleaning of the sanitary sewer lines as well as the vertical and horizontal (if applicable) plumbing stacks is recommended. Sanitary drain lines for apartment style buildings are typically flushed every 5 years. | Item | Varies | 50 |
| Gas Piping | Inspect for leaks and clearance between gas fired fixtures and combustibles | Item | Varies | 50 |
| Water Softener | Inspect once per year to ensure proper functioning. Ensure supply lines are secure. Check for equipment damage, missing parts, salt bridging or excessive salt build up on the walls of the salt tank, and debris and wildlife in the brine tank. | Each | $3,500 | 17 |
| **ELECTRICAL SYSTEMS - (Anything more than the most basic issue should be resolved by a qualified professional. )** | | | | |
| Power & Distribution - Main panel | Inspect for loose, frayed, exposed, cracked, open sections of insulation, or overloaded wires/plugs, extension cords. Test GFCI plugs monthly. Note any surface wiring in rooms and alterations made by members. Check for loose, broken, discoloured outlets/switches/cover plates. Any issues should be resolved by a qualified electrician. | Item | $20,000 | 50 |
| Power & Distribution - Apartment/Townhouse Units | Inspect for loose, frayed, exposed, cracked, open sections of insulation, or overloaded wires/plugs, extension cords. Test GFCI plugs monthly. Note any surface wiring in rooms and alterations made by members. Check for loose, broken, discoloured outlets/switches/cover plates. Any issues should be resolved by a qualified electrician. | Item | $1,500 | 50 |
| Interior Lighting Fixtures | Replace light bulbs and fixtures as necessary. Ensure fixtures are secure and undamaged. | Each | $250 | 20 |
| Exterior Lighting | Replace light bulbs and fixtures as necessary. Ensure fixtures are secure, undamaged, and damp and/or wet rated. | Each | $250 | 20 |
| Entry Control System | Test for operation. | Item | $7,500 | 25 |
| Emergency Generator & Transfer Switch | Generators should be operated monthly to ensure that they are functioning properly and to lubricate the system. | Item | $20,000 | 25 |
| **FIRE AND LIFE SAFETY SYSTEMS - (Anything more than the most basic issue should be resolved by a qualified professional. )** | | | | |

| COMPONENT | WHAT TO LOOK FOR | UNIT | COSTS | AVERAGE LIFE |
|---|---|---|---|---|
| Fire Suppression System & Fire Protection Sprinklers | Areas of fire suppression sprinklers that are located in cold areas like parkade and attics are normally filled with air rather than water (dry type). These are problematic and prone to leaking over time. There is an air compressor that keeps air in the piping at a specific pressure. When there are leaks in the piping then the compressor will run frequently and is a sign that piping repairs are required. If the leaks are ignored eventually the air compressor will fail and the pipes will fill with water and there may be numerous leaks throughout the building. Contact an engineer to assess the system if there are any symptoms of leaks. | Item | $6,000 | 35 |
| Fire & Life Safety Components | Improper location, non-functioning fire detectors. Schedule with a qualified professional. | Item | $800 | 20 |
| Fire Alarm Panel | Schedule with a qualified professional. Often the alarm panels will go into alarm or warning mode if sensors are not functioning properly and needs to be serviced. | Item | $20,000 | 24 |
| **ELEVATOR SYSTEMS - (Anything more than the most basic issue should be resolved by a qualified professional. )** | | | | |
| Elevator Equipment | Have an elevator contractor service and maintain the elevator equipment. | Item | $125,000 | 32 |
| Elevator Cab & Fixtures | Have an elevator contractor service and maintain the elevator equipment. | Item | $30,000 | 24 |
| Elevating Devices | Have an elevator contractor service and maintain the elevator equipment. Check the elevator operation to see if it bounces when it stops and if it levels properly with the floor at each level. The elevator loses precision and smoothness as it ages and eventually cannot function adequately. | Item | $25,000 | 15 |
| Vertical Platform Lift | Have an elevator contractor service and maintain the elevator equipment. | Item | $15,000 | 20 |
| **SITE COMPONENTS AND GROUNDS** | | | | |
| Asphalt Pavement | Look for ponding, cracks, etc. | sq. ft. | $3 | 24 |
| Asphalt Driveways | Inspect for cracks and trip hazards and grade is pitched away from structure. Check for damage, movement, or deficiencies in support or attachment. | sq. ft. | $5 | 25 |
| Asphalt Walkways | Inspect for cracks and trip hazards. | sq. ft. | $5 | 28 |
| Concrete Components | Inspect for cracks and trip hazards. | Item | $56,785 | 15 |
| Concrete Sound Barrier Walls | Inspect for cracks and tilting of the wall. | sq. ft. | $25 | 45 |
| Metal Fencing | Inspect for dents, paint damage, dents, leaning, etc. | ft. | $65 | 40 |
| Chain Link Fencing | Inspect for holes in the fence fabric, leaning posts, and gaps under the fabric. | ft. | $16 | 30 |
| Wood Fencing | Check for carpenter ant damage or rotting wood, rust, hardware, stability. | ft. | $56 | 25 |
| Guardrails & Handrails | Railings / handrails on stairs and decks are adequate and secure. Installation of low maintenance guardrails such as factory finished aluminum is recommended at time of replacement. | ft. | $95 | 40 |
| Retaining Walls | Inspect for rot, damage, movement, structural instability, and evidence of water ingress to building | sq. ft. | $40 | 20 |
| Playground Equipment | Inspect for loose, cracked parts, sharp edges, rot, and fall protection. | Each | Varies | 15 |
| Playground Surfacing | Inspect to ensure that the ground is soft for landing on. | sq. ft. | $15 | 15 |
| Yard Equipment | Empty gas or stabilize fuel for winter. Sharpen blades. Clean regularily. | Item | Varies | 6 |
| Landscaping | Inspect for plant and tree growth against building; check for areas with standing water. Ensure no branches or bushes touching building or overhanging roof. Check that ground adjacent to building/ concrete patios/paths are sloped away from the building/structure. | Item | Varies | 40 |

| COMPONENT | WHAT TO LOOK FOR | UNIT | COSTS | AVERAGE LIFE |
|---|---|---|---|---|
| Automatic irrigation system | Inspect backflow preventer. Check for uniform coverage and examine all heads to ensure working parts are fully operational and pressure regulated sprays are well adjusted and directed to further prevent unnecessary runoff. Check for leaks / breaks in the pipe (wet, muddy areas that never dry up). Check for cracked or clogged sprinkler heads and heads which seep water after watering has finished. | Zone / sq.ft. | $500 / $1 | 15 |
| Automatic Door Opener | Check monthly. Lubricate and adjust as per manual. Inspect garage-door springs, cables, rollers, and other door hardware is a great place to begin. Look for signs of wear and for frayed or broken parts. | Item | $1,500 | 10 |
| Parkade Entrance Door | Inspect for proper door operation and damage to components, test safety features. | Item | $10,000 | 23 |
| Walkways - pavers | Inspect for cracks, shifting, pests, and trip hazards. | sq.ft | $10.00 | 25 |
| Hose bib | Inspect for damage and winterize in advance of freezing temperatures. | Item | $400 | |
| Drainage | Proper grading drainage away from building. | sq.ft | Varies | 25 |
| Other Structures | Clean and inspect for cracks, rot, trip hazards, secure railings & steps, hardware, finish, pests, rot, rust, improper drainage, and other visible signs of damage/deterioration. | - | Varies | - |
| Swimming pool | Inspect for improper drainage, inadequate fencing, accumulation of debris, cloudy water, cracks in the cement, evidence of leaks, fall/trip hazards. | Item | Varies | 25 |
| Accessibility equipment | Have inspected by a qualified professional. | - | Varies | - |