

BUILDINGS

Preventative Maintenance Tip Sheet

Your co-op should have a short- and long-term maintenance plan in place to ensure your building and all your property are in good repair.

Provincial co-op acts have no specific rules about maintenance, but you must follow

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

Types of Maintenance

1. Planned – work that can be scheduled in advance, also known as cyclical maintenance. Examples include refinishing floors, replacing weather-stripping and checking smoke/carbon monoxide detectors.

2. Responsive – work done as it comes up. One example is fixing broken windows and doors. This is also called day-to-day maintenance, unplanned maintenance, urgent maintenance or emergency maintenance.

3. Warranty – like planned maintenance, warranty maintenance can also be scheduled in advance. The difference is that warranty maintenance needs to be completed according to the schedule set by the manufacturer and supplier.

Advantages of a Maintenance Plan

- A plan helps you to keep your property in good repair.
- Planned maintenance will increase the remaining service life of the component and avoid expensive early replacement due to neglect of routine maintenance.

- Your co-op members can be confident that you're complying with electrical, mechanical, plumbing and fire safety requirements and related code standards.

Tips for Preventative Maintenance

1. Form a Maintenance Committee.
2. Review online resources on maintenance planning. (See below for links.)
3. Develop your maintenance plans, both short term and long term. These will outline what needs to be done, who will do it, when it will be done and how much it will cost. Refer to the Agency's [Guide to Maintenance Planning in Your Housing Co-op](#) for more information.
4. Review the Appendix - Maintenance Tips Sheet within the Agency's [Guide to Maintenance Planning in Your Housing Co-op](#) in terms of what to look for and average lifespan of the components.
5. Adjust and approve your maintenance plans as needed and review them every year. This routine will help you track what work has been done and you should build in new or updated cost information. Don't miss your chance to extend your plans by including work anticipated within the next 10 years. **Remember:** Base your plans on the work your co-op needs and not on the money you have.
6. Keep a record of all maintenance work done, also known as a maintenance log.
7. Inspect units annually.
8. Get members involved.

Suggested resources

- [Agency Maintenance Guide](#)
- **CMHC**
 - o [Approve, review and adjust your maintenance plan - CMHC](#)
 - o [Develop your maintenance plan - CMHC](#)
 - o [Video: Affordable housing: Maintenance and capital replacement planning tips](#)
- [Homerun: Good Practices in Capital Maintenance Planning](#)