

# Unit inspections (annual)

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## Purpose of the policy

- To set up consistent, standardized unit inspections
- To identify and complete maintenance needed to keep units in good repair and marketable
- To gather the information necessary to:
  - help prepare the annual maintenance plan and budget, and
  - review, when needed, the capital replacement plan and funding of the co-op replacement reserves.

## Policy

1. Units will be inspected annually.
2. Each inspection team will be made up of two people.
3. The co-op will provide at least two weeks' notice prior to unit inspection.
4. The co-op will make reasonable effort to conduct inspections at a time convenient to the member and with the member present.
5. Members may request that a unit inspection be done in their absence. They must provide written permission to the co-op with the purpose, date and time of access specified.
6. If a member fails to respond to two attempts to schedule a unit inspection, the board will give 24 hours' written notice that access is required (refer to Occupancy Agreement Section 25.03). The co-op will inspect the unit at the date and time specified in the notice.
7. The co-op will provide the member with an itemized list and timeline showing maintenance responsibilities of the member and/or the co-op and if required, a date for re-inspection.

Policy approved by general meeting:

Replaces policy dated:

## **Procedures needed to carry out this policy**

1. Letter scheduling unit inspection.
2. List of member and/or co-op maintenance responsibilities.
3. Standard forms to be signed by co-op and member:
  - rating system and inspection form, and
  - itemized list of repairs that identifies co-op and/or member responsibilities and documents any deposes over the necessary work or responsibility.
4. Unit maintenance file.
5. Filing, reporting and scheduling.
6. Training inspection team members.

## Options

### Options: Point #1

Change to “Units will be inspected every [#] years”.

This permits a regular but less intensive unit inspection schedule. Remove the word “annual” from the policy title.

### Option: Point #2

Change the number of people per inspection team.

Note: Inspection teams should be small in number with a minimum of two people per team. This will help to make sure inspections are thorough, fair and well documented. It will also help to avoid instances where a single inspection team member may be viewed as practicing favouritism or having a bias with regard to individual members.

### Option: Point #3

Select a reasonable number of days’ or weeks’ notice to provide to members prior to unit inspections.

### Option: Point #6

Delete “two” and insert the number of attempts the co-op will make to schedule a unit inspection.

### Option: Point #7

Delete “a copy of their completed unit inspection form and” or “and an itemized list and timeline showing maintenance responsibilities of the member and/or co-op”, or change “and” to “and/or”.