

ITEM	RESPONSIBILITY	
	MEMBER	CO-OP
Balcony	Keep clean and free of debris and vegetation	Maintenance as required
Breakers	Overloading	Operation
Bulbs and lamps	All bulbs controlled by switches inside the unit, except when inaccessible.	All other bulbs.
Carpets	Stains and burns; clean professionally once per year	Replacement per capital plan
Cleaning	Complete unit interiors and enclosed yard	Exterior windows and balance of property
Closet doors	Hangers and guides	Door and rails
Closets		Replacement per capital plan
Counters	Regular cleaning	Replacement per capital plan
Cupboards	Regular cleaning	Replacement per capital plan
Damage	All damages resulting from action or negligence of Members, their family, guests or pets.	All damages resulting from a structural or maintenance deficiency that is a co-operative responsibility.
Doors (interior and exterior)	Door knobs and doorbell buttons	Hinges on all doors; weather stripping and deadbolts on exterior doors; doorbell chimes and wiring
Drains	Plugged condition	Leaks and seals
Electrical switches and receptacles	Overloading circuits and cover plates	Normal operation
Electrical wiring		Operation
Enclosed or private gardens	Maintenance (watering, fertilizing and weeding); must be maintained regularly and kept visually appealing	
Exterior tap		Operation and leaks
Fans (stove and bathroom)	Cleaning and filters	Motors, impellers and wiring
Faucets/Shower heads	Know location of shut-off	Operation, drips and leaks
Fridge	Cleaning and care	All operational and function parts.
Heating	Adjustment to preferred level	Operation of underlying system and all maintenance
Hot Water Tank		Operation and all maintenance
Light fixtures	Globes	Operation
Linoleum		Replacement per capital plan

Locks and keys	Sticky locks and worn keys	Repair/replacement of locks when worn out
Mildew / Humidity control	All mildew (and related damages) repairs that are not co-op responsibility; proper ventilation and regular cleaning	All mildew (and related damages) repairs, where excessive moisture can be linked to a structural or maintenance deficiency that is a co-op responsibility. Replace humidity control devices as necessary.
Property Replacement	Pro-rated costs of replacement if required earlier than scheduled due to Member abuse or negligence	As per Capital Plan
Shut-off valve	Know location of shut-off	Operation, drips and leaks
Sinks and tubs	Enamel and finishes	Caulking and seals
Smoke and fire detectors	Ensure they are never disconnected	Inspection and operation
Stove	Cleaning and care	All operational and function parts.
Telephone wiring		Operation
Toilets	Plugging (overflow) and seats. Know location of shutoff.	Parts (excluding seats) and operation.
Venting	Store vent cover; interior dryer ducting	Cleaning dryer vents annually
Walls and ceiling	Holes, dents, scratches and scuffs	
Water and sanitary pipes		Operation and leaks
Water damage	Repairs due to overflow, open windows or other negligence	Repairs due to the failure of a component that is a co-op responsibility
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.
Windows	Cleaning of interior panes and tracks	Cleaning of exterior panes and replacement as necessary
Yard fences and gates	Keep clean and free of debris and vegetation	Maintenance as required