

Wellington Square Co-operative Homes Inc

Co-operatively owned and operated by the members who live here

Policy No. 12. Inspection Policy

Since the purpose of Wellington Square is to provide affordable housing in a comfortable environment and since the routine maintenance of all units is essential to maintain the standards, therefore be it resolved;

- 12.1. Units will be routinely inspected when members vacate and when a new member moves into a unit. As well, all units will be inspected at least annually.
- 12.2. Move-out inspections will be conducted as outlined in the Move-out Procedures.
- 12.3. In addition, if maintenance problems are suspected, the Board may order an inspection done at any time.
- 12.4. Members are responsible for insuring that all maintenance problems are reported promptly to the appropriate person and repairs completed. If at the time of inspection, damage is found that was caused by or is a result of unreported maintenance problems the matter will be referred to the Board of Directors and the member may be responsible for the cost of repairs.
- 12.5. All units are expected to maintain a minimum level of cleanliness. If at the time of inspection these levels are not met, and therefore cause health/fire hazards, etc, the Board will be advised.
- 12.6. All notices of inspection will be carried out in accordance with the conditions specified in the Occupancy By-law and the Annual Inspection Procedure.
- 12.7. Any deviation from this policy must have prior Board approval.

This policy adopted by the Membership June 28th 1994.