



Maintenance Committee Job Description

Purpose

The purpose of the committee is to:

- work with staff to set up a maintenance plan
- review property management and report to the board of directors.

Responsibilities

- Planning and review
 - ▶ work with staff and board to develop long term plans for property management
 - ▶ develop a list of goals each year and recommend them to the board
 - ▶ review the goals and check how many have been reached.

By-laws, policies and procedures

- ▶ work with staff to administer the maintenance and improvements by-laws, policies and procedures by:
 - making recommendations on improvements to units

- co-ordinating annual unit inspections
- organizing annual spring and fall clean up
- ▶ oversee by-laws, policies and procedures that relate to maintenance by:
 - making sure that they are in place
 - reviewing them every year and making suggestions for changes
 - checking that the co-op is following them
 - educating members about their responsibilities

Specific Tasks

- ▶ involve the co-op in recycling and energy conservation by:
 - developing a program on recycling and energy conservation
 - educating members about ways to reduce waste and save energy
- ▶ work with staff on inspections by:
 - inspecting exteriors, common areas and the interiors of units
 - reviewing inspection reports

- ▶ deal with unit improvements by:
 - reviewing members' proposals for improvements to their units
 - approving or rejecting proposals
 - co-ordinating inspections to make sure that the work follows the plans and is acceptable.