

Maintenance Item Feb 2021	Responsibility	
	Household	Provider
Safety Sensors Heat/Smoke/CO2	<ul style="list-style-type: none"> Report to office when equipment malfunctions Ensure that they are never disconnected, covered or blocked 	<ul style="list-style-type: none"> Yearly Inspection Operations
Breakers	<ul style="list-style-type: none"> Overloading 	<ul style="list-style-type: none"> Operation
Damage	<ul style="list-style-type: none"> All damages resulting from action or negligence by the household, their family, guests or pets 	<ul style="list-style-type: none"> All damages resulting from a structural or maintenance deficiency that is a Provider responsibility
Drains	<ul style="list-style-type: none"> Minor plugged condition 	<ul style="list-style-type: none"> Leaks & seals
Electrical switches and receptacles	<ul style="list-style-type: none"> Overloading circuits & cover plates 	<ul style="list-style-type: none"> Operation
Exterior taps	<ul style="list-style-type: none"> Winter shutoff and draining 	<ul style="list-style-type: none"> Operations and leaks
Fans - stove & bathroom	<ul style="list-style-type: none"> Cleaning & Filters If installed by the Provider 	<ul style="list-style-type: none"> Motors, impellers & wiring
Fridge & Stove	<ul style="list-style-type: none"> Cleaning & Caring 	<ul style="list-style-type: none"> All operational and functional parts
Furnace	<ul style="list-style-type: none"> Replacement of thermostat batteries yearly. Quarterly changing of filters 	<ul style="list-style-type: none"> Operational and all maintenance Once a year changing of furnace filter
Lights fixtures	<ul style="list-style-type: none"> Globes (light bulbs) 	<ul style="list-style-type: none"> Operation
Locks & keys	<ul style="list-style-type: none"> Lost keys 	<ul style="list-style-type: none"> Repair/replacement of locks when worn out or on move-out
Property Replacement	<ul style="list-style-type: none"> Pro-rated costs of replacement if required earlier than scheduled due to household abuse or negligence 	<ul style="list-style-type: none"> As per Capital Plan
Sinks & Tubs	<ul style="list-style-type: none"> Care and cleaning 	<ul style="list-style-type: none"> Caulking & seals, enamel and finishes
Toilets	<ul style="list-style-type: none"> Minor plugging (overflow) and seats. Know location of shut off 	<ul style="list-style-type: none"> Parts and operation
Water Shut off Valves Kitchen & bathroom	<ul style="list-style-type: none"> Know location of shut-off valves – sinks, tub, toilets 	