

SCHEDULE "A"

MOVE-OUT MAINTENANCE RESPONSIBILITIES

To help ensure that a unit is left in good condition and ready for occupancy by new members, the Board/Co-op staff have prepared a checklist of tasks that should be taken care of before you move out.

We wish to remind you that the co-op's Occupancy By-law provides that if the unit is found to be in unsatisfactory condition after a member has moved out, the co-op will arrange to have the necessary work completed and the costs involved will be deducted from the Member Deposit.

A. GENERAL

1. Carry out any repairs identified as being the member's responsibility during the Move-Out Inspection(s) of the unit.
2. Remove any temporary alterations made to the unit (e.g. bookshelves attached to the wall).
3. Ensure that all fixtures, hardware, shelving and other fittings originally in place are present and in good condition. Repair or replace, as necessary.
4. Replace any member-owned fixtures which have been installed with the original fixtures or fixtures of equivalent quality (as agreed with the co-op).
5. If you have painted an area a dark colour that will require an additional coat of paint to cover, repaint the area in a neutral colour.

B. INTERIOR

1. Walls and Ceilings

- walls should be left clean and free of grease marks and scratches
- wallpaper, decorative tiles, mirrors, cork board or other wall finishes which have been applied by the member must be removed and the wall surface restored unless the incoming member has requested in writing that the wall surface(s) remain as is
- nails and picture and ceiling hooks should be removed
- repaint walls if you have painted them an alternate colour to the original. Should the member fail to properly apply the paint coverage to the wall, the member will be charged for the additional work completed by a contractor to repaint the walls over and above the standard cost of

repainting the unit.

2. **Woodwork**

- all woodwork, including baseboards, must be left clean and free of marks
- ensure unpainted woodwork is free of paint splatters

3. **Doors**

Interior Doors

- should be left clean, free of marks, decals, etc. and in good condition (including hardware)
- any doors which have been removed must be re-hung

Exterior Doors

- all doors and frames should be left clean and free of marks, decals, etc. and in good condition
- screen/storm door: screen and window must be intact, clean and in good repair. Replace any door/screen/window that is damaged by members, their families, guests and/or pets.

4. **Windows and Screens**

- clean window sills and frames
- windows and screens must be present and in good condition
- windows and screens should be left closed and locked

5. **Floors**

- vacuum all bare and carpeted floors
- wash linoleum and tile floors
- clean hardwood floors with appropriate cleaner
- damage judged by the co-op to be in excess of normal "wear and tear" may result in flooring or carpeting being replaced and the member charged

6. **Electrical Fixtures**

- all light fixtures must be present, clean and in good condition
- switch plates and outlet covers should be clean, free of marks, paint splatters, cracks or chips
- painted or damaged covers must be replaced by the member
- cable outlets should be clean and free of paint splatters
- exhaust fans should be vacuumed and wiped clean; filter, if present, should be replaced

- smoke detector should be clean, free of paint, and functional
- thermostat, heat rads, should be clean, free of paint and functional
- heat ducts should be clean

7. Bathroom

- clean basin, tub/shower, toilet, toilet tank
- decals must be removed
- clean medicine cabinet and vanity
- towel bars, shower rod, soap dishes, etc. should be clean and in good condition
- chrome fixtures, tile and caulking should be clean and in good condition
- walls should be cleaned
- floors should be washed
- ensure that taps are not dripping/leaking or blocked

8. Kitchen

- stove
 - clean inside and out using approved cleaners
 - oven and burner controls, oven racks, broiler pan, drip pans and burners should be clean, free of grease and intact
 - ensure exhaust fan and hood are clean and free of grease
 - clean floor under and walls behind the stove
- fridge
 - clean inside and out
 - ice cube trays, racks, crisper, etc. should be clean and intact
 - leave at medium cold setting with door(s) closed securely
 - clean floor under and walls behind fridge
- floor under and walls behind appliances should be cleaned
- cupboards and counter sink and chrome fixtures should be left clean and in good condition, replace missing shelf clips handles or other broken/missing parts
- ensure that taps are not dripping
- wash floor

9. Basement

- remove all items from basement (if not left empty, the Co-op will hire a contractor to remove items and the amount billed will be deducted from the Member Deposit)
- clean laundry tub and taps: ensure plug is in place, replace if damaged or uncleanable
- if appropriate to the season, leave the thermostat set at the required setting

(16 degrees Celsius)

- ensure hot water tank is not dripping and that floor drains are operational
- close and lock all windows
- in fall and winter, ensure the water to the outside tap is properly drained
- ensure the basement floor is clean
- if a lock is on the window, either leave the key or remove the lock from the window. Failure to do so will result in the co-op billing you for the removal of the lock.

C. EXTERIOR

1. Lawn and Fence

- in season, cut lawn and leave free of debris
- fences must be left in good condition

2. Unit Exterior

- ensure porch steps, balcony, verandah and shed are free of debris and swept clean
- clear downspouts and window wells: ensure they are in good working order
- exterior light fixtures, mail boxes, etc. to be present and in good working order
- shed and garbage enclosures to be swept clean (and hosed out, in season) and left free of garbage

3. Driveway/Reserved Parking

- if a vehicle has leaked oil or gas, etc., it is the member's responsibility to re-seal the driveway or reserved spot upon vacating