

GLEN OAKS CO-OPERATIVE HOMES INC.

INSPECTION PROCEDURE - UNIT

A) PROCEDURE:

- 1) Upon a member giving sixty (60) days notice of move-out:
  - An inspection of that Member's unit will be carried out by the co-op within fifteen (15) days of the notice of move-out.
  - The member requires 72 hours notice of the inspection being done.
  - This will be followed by 2 additional inspections as outlined below.
  
- 2) All inspection will be carried out by two members on the maintenance committee.
  
- 3) On completion of the inspection, the co-op will provide the member with a list of repairs required (if any) to bring the unit up to a condition which, in the co-op's opinion, is reasonable.
  
- 4) The Second inspection will be carried out seven (7) days prior to move out.
  
- 5) After the member has vacated the premises, a third inspection confirming the original inspection must be made and the unit to be restored to original state by member, or it will be restored by the co-op at the member's cost.
  
- 6) Money on deposit will not be refunded until after the co-op has received vacant possession of the unit and the third unit inspection is completed.
  
- 7) If a unit is severely damaged upon first inspection four inspections will then be required: (1) fifteen (15) days from notice of move out; (2) thirty (30) days from date of first inspection; (3) seven (7) days prior to move out; (4) after move out. This will be at the discretion of the maintenance committee.

## **INSPECTION PROCEDURE - PAGE TWO**

### **B] UNIT INSPECTION:**

#### **WALLS:**

- 1) Temporary alterations need to be removed - bookshelves, etc.
- 2) Ensure that all fixtures, hardware, shelving and other fittings originally in place are present and in good condition. Repair or replace as necessary.
- 3) Any member owned fixtures which have been installed be replaced with the original.
- 4) Painted walls that are not acceptable to the co-op, must be repainted to the original colour by the member.
- 5) Walls must be left clean and free of grease marks and scratches. Identify areas that will require touch up or cleaning.
- 6) Wallpaper, decorative tiles, mirrors, cork board or other wall finishes which have been applied by the member must be removed and the wall surfaces restored if needed.
- 7) Nails and picture and ceiling hooks need to be removed and the holes filled.

#### **WOODWORK AND TRIM:**

- 1) All woodwork and trim must be left clean and free of marks.
- 2) Unpainted fixtures shall be free of paint splatters.

#### **DOORS:**

- 1) Interior Doors:
  - Should be left clean, free of marks, decals, etc. and in good condition; and
  - Any doors which have been removed must be re-hung.
- 2) Exterior Doors:
  - Each door and frame should be left clean and free of marks, decals, etc. and in good condition; and
  - Screen/patio door: screen and window should be clean and in good condition; screen and window to be intact.

#### **WINDOWS AND SCREENS:**

- 1) Clean window sills, window tracks and frames.
- 2) Windows and screens should be left closed and locked.

#### **FLOORS:**

- 1) Vacuum all bare and carpeted floors.
- 2) Carpeted areas should be shampooed clean.
- 3) Wash all sheet flooring.
- 4) Hardware should be cleaned with appropriate agent.
- 5) 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.

## INSPECTION PROCEDURE - PAGE THREE

### ELECTRICAL FIXTURES:

- 1) All light fixtures must be present, clean and in good condition.
- 2) Switch plated and outlet covers should be free of marks, paint splatters, cracks or chips.
- 3) Painted or damaged covers must be replaced by the member.
- 4) Cable outlet should be clean and free of paint splatters.
- 5) Bathroom exhaust fan should be vacuumed and wiped clean, and range hood filter should be washed or replaced.
- 6) Smoke/Heat detector should be clean, free of paint and functional.
- 7) Thermostat and baseboard heaters should be clean, free of paint and functional.

### BATHROOM:

- 1) Clean basin, tub/shower, toilet, toilet tank.
- 2) Decals must be removed.
- 3) Clean medicine cabinet and vanity.
- 4) Towel bars, shower rod, soap dishes, etc. should be clean and in good condition.
- 5) Chrome fixtures, tile and caulking should be clean and in good condition.
- 6) Walls and floor should be washed.
- 7) Ensure that taps are not dripping.

### KITCHEN:

- 1) Stove:
  - Clean inside and out using approved agents;
  - Oven and burner controls, over racks, broiler pan, drip pans and burner rings should be clean, free of grease and intact; and
  - Ensure exhaust fan and hood are clean and free of grease.
- 2) Fridge:
  - Clean inside and out;
  - Ice cube trays, racks, crisper, etc. should be clean and intact;
  - Floor under and walls behind appliances should be cleaned. If the member needs help moving appliances or fixing the taps, the co-op will supply;
  - Cupboards and counter sink and chrome fixtures should be left clean and in good condition;
  - Ensure that taps are not dripping; and
  - Wash floor.
- 3) Dishwasher:
  - If dishwasher is installed, the member is responsible for capping the drain and water supply lines to the dishwasher location.

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**BASEMENTS:**

- 1) Laundry tub to be clean.
- 2) Washer hook ups to be properly drained.
- 3) Dryer hook to be properly taped.
- 4) Floor to be swept.
- 5) Basement should be totally empty except for co-op property.
- 6) Furnace - all is intact.

**OUTSIDE:**

- 1) Apartment:
  - Balcony area - clean and all carpets, hangers, to be removed; and
  - Condition of siding - to be clean.
- 2) Townhouses:
  - Patio at rear of unit should be undamaged;
  - Lawn should have no bare spots or holes; and
  - Fences must be left in good condition.