



# Splatstyn Maintenance Tenant Responsibilities

<p><b>Heating and Ventilation System</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Replace furnace filters monthly during the heating seasons (September to May)</li></ul> <p><b>Hot Water Tank</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Keep clear of debris and ensure easy access for technicians.</li></ul> <p><b>HRV/Air Exchanger</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Ensure proper operation during the heating season.</li><li><input type="checkbox"/> Clean/maintain filters every 3 months.</li><li><input type="checkbox"/> Keep vents clear of debris and free from blockages.</li><li><input type="checkbox"/> Ensure easy access for technicians.</li><li><input type="checkbox"/> Ensure unit is always supplied with power.</li></ul> <p><b>Keys</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Replace keys if lost or damages.</li><li><input type="checkbox"/> Tenant is not to change any locks.</li></ul> <p><b>Paint</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Repair paint where damage caused by tenant, their guests, or pet(s)</li></ul> <p><b>Plumbing, Plumbing Fixtures and Sinks</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Keep all fixtures, sinks, taps, drains, vents, water pipes, toilets, and tank in good working order.</li><li><input type="checkbox"/> Clean regularly and keep free of debris.</li><li><input type="checkbox"/> Report any leaks to the Housing Departments</li></ul> <p><b>Roofing</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Keep roof clear of debris.</li><li><input type="checkbox"/> Inspect Annually</li></ul> <p><b>Sewage field/Septic Tank</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Ensure appropriate use of sewage system.</li></ul> <p><b>Siding</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Do not store items against the siding of your home.</li><li><input type="checkbox"/> Repair damage related to items placed against the siding.</li></ul> <p><b>Smoke, CO2 and Radon Detectors</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Check detectors monthly for operation.</li><li><input type="checkbox"/> Replace batteries if required.</li></ul> <p><b>Vehicles and Parking</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> All vehicles parked in driveway and/or roadway must be in running order.</li><li><input type="checkbox"/> Vehicles must not be more than the number of occupants and guests.</li><li><input type="checkbox"/> Other 'reaction type' units to be parted off the driveway and/or roadway and must be in usable condition that matches their type.</li></ul>	<p><b>Appliances</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Keep Clean and in good working order.</li><li><input type="checkbox"/> Dryer – Clean dryer filter after every use and ensure proper venting.</li></ul> <p><b>Basement</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Maintain floors and keep dry.</li><li><input type="checkbox"/> Keep drains free of debris.</li></ul> <p><b>Closet Doors</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Repair damage to closet doors.</li></ul> <p><b>Curtains and Blinds</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Clean, Repair and Replace</li></ul> <p><b>Doors and Door Fixtures</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Repairs damages to doors, doorknobs and locking devices.</li></ul> <p><b>Driveways and Walkways</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Keep your driveway and exterior walkways salted, sanded, clear of snow and safe for the passage of pedestrians and both emergency and non-emergency vehicles.</li></ul> <p><b>Electrical and Lighting</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Replace lightbulbs and maintain lighting fixtures in a clean condition.</li><li><input type="checkbox"/> Immediately report to the Housing Departments if problems with electrical circuits, panel box or breakers</li></ul> <p><b>Exits and Hallways</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Keep hallways and exits clear.</li></ul> <p><b>Fire Extinguisher</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Maintained fire extinguishers are kept on the installation rack and free to access.</li></ul> <p><b>Floors</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Maintain floors and keep clear of debris.</li></ul> <p><b>Interior Walls</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Clean interior walls and ceilings</li><li><input type="checkbox"/> Repair holes or damaged plaster/drywall</li></ul> <p><b>Windows and Screens</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Keep Clean and in working order.</li></ul> <p><b>Sump Pump/Laundry Pump</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Check monthly to ensure operational.</li><li><input type="checkbox"/> Maintain in good working order.</li></ul> <p><b>Yard</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Keep clean and clear of debris/garbage.</li><li><input type="checkbox"/> Repair damage to yard from pet(s)</li><li><input type="checkbox"/> Removal of snow from walkways and driveways</li></ul>
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***Annual Inspections shall be performed by Splastin, upon completion of the annual inspections the Housing Department will complete the Maintenance Planning Assessment.***

**Housing Department Contact David King, Housing Supervisor or Bud, Housing Clerk (250) 838-6496, ext. 815**