

## Annual All-Unit Inspection Policy

1. Annual unit inspections are mandatory. The co-op reserves the right to inspect all units once a year in order to maintain the physical plant of the complex. Members may not cancel or re-schedule inspection appointments more than two times.
2. The annual all-unit inspections will normally be conducted by members of the Annual Inspection Committee in teams of two members each. Teams will use an inspection form to report on the overall condition of each unit including: structural damage; the condition of flooring and carpets; the need for painting; sub-standard levels of cleanliness; and general deterioration of the unit. The kitchen stove burners and oven must be inspected to ensure that a buildup of grease does not constitute a fire hazard. The inspection forms will be returned to the office for follow up.
3. If the inspection team identifies any items or conditions of special or immediate concern that are the responsibility of the member, and require correction by the member, the Annual Inspection Committee will:
  - a) make special note of these on the inspection form,
  - b) advise the member, in writing, that these items or conditions must be corrected by the member within a maximum of four weeks from the date of inspection
  - c) schedule a follow-up inspection to ensure that the items or conditions have been corrected.
4. The office will advise the member, in writing, of all items in need of repair by the member. The office will generate a work order, to be signed by the member, listing items to be repaired by maintenance staff.
7. If the member cancels or re-schedules appointments more than twice as defined in paragraph 1, or has not corrected the item(s) of special or immediate concern, or does not allow a follow-up inspection under paragraphs 4 or 6, then the member will be brought before the Board of Directors to discuss why his/her occupancy rights should not be terminated.

*Duly passed at the General Members meeting of June 24, 1985.  
Revised at the Annual General Meeting, November 18, 2002*

## Annual All-Unit Inspection Schedule

That, starting in 1987, Ashworth Square Cooperative conduct annual inspections of all town houses and apartment building units, to be done at the Cooperative's discretion on a rotating basis throughout the entire year, with the exception being that no inspections will be done during July, August, or December because of holidays. Annual inspections are to be done regardless of any other inspections which may have been carried out due to Members moving.

This schedule supersedes the Annual All-Unit Inspection schedule set by the General Members on November 9, 1981 and revised on November 24, 1986.

This is the schedule which will be followed as of May 12, 2003:

<b>January</b>	Floors 2 & 3 of the high rise
<b>February</b>	Floors 4 & 5 of the high rise
<b>March</b>	Floors 6 & 7 of the high rise
<b>April</b>	Floors 8 & 9 of the high rise; High Rise Halls and Stairwells; Town House Halls and Stairwells; Daycare
<b>May</b>	Floors 10 & 11 of the high rise
<b>June</b>	All 'A' units of the town houses
<b>July/August</b>	No inspections
<b>September</b>	All 'B' units of the town houses
<b>October</b>	All 'C' units of the town houses
<b>November</b>	All 'D' units of the town houses
<b>December</b>	No inspections

The inspections will be done by two member of the Annual Inspection Committee. Members will be given one week notice of the date of the inspection. If a Member knows that he/she will be on vacation, the Member must contact the office so that a new inspection date can be arranged.

*set by the General Members on November 9, 1981*  
*revised by the General Members - November 24, 1986*  
*revised at the General Members' Meeting - November 20, 2000*  
*revised at the General Members' Meeting - May 12, 2003*