

## CARLETON CONDOMINIUM CORPORATION NO. 34

### CHECKLIST OF REPAIR AND MAINTENANCE RESPONSIBILITIES

*(by James (Jim) Davidson)*

#### **INTRODUCTORY NOTES**

- The Repair and Maintenance Checklist illustrated on the next page has been prepared for the convenience of unit owners. However, repair and maintenance issues must be resolved by reference to the plans, Declaration, By-laws and Rules of the Corporation (the "Corporation Documents"). In the event of any inconsistency between this Checklist and the Condominium Documents, the Condominium Documents must govern.
- In addition, this Checklist is not intended to be complete or comprehensive. We have attempted to identify features of the property for which issues of responsibility may be most likely to arise.

#### **GENERAL CONCEPTS**

- Generally speaking, the unit owners are responsible for repair and maintenance of their units and the Condominium Corporation is responsible for repair and maintenance of common elements. The unit boundaries - the boundaries between the units and the common elements - are described in "C" of the Declaration and illustrated on the Condominium Plan.
- Notwithstanding anything in this Repair and Maintenance Checklist, or in the Condominium Documents, unit owners are responsible for any additions or alterations to the property which they have carried out, or which have been carried out by a previous owner of their unit. Note that such alterations may also require prior authorization under the terms of the Declaration or the Condominium Act.
- Unit owners are also responsible for any damage which they may cause to any portion of the property, except to the extent that such damage may be covered by the Master Insurance Policy arranged by the Condominium Corporation. Similarly, the Condominium Corporation may be responsible for damage to a unit of the damage can be shown to be the result of a failure on the part of the Condominium Corporation to meet its common element repair and maintenance responsibilities (and there is no insurance to cover the damage).

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**CHECKLIST OF REPAIR AND MAINTENANCE RESPONSIBILITIES (Contd.)**

<b>FEATURE OF THE PROPERTY</b>	<b>UNIT OWNER RESPONSIBILITY</b>	<b>CONDOMINIUM RESPONSIBILITY</b>
Bathroom Exhaust Fans	X	
Shut-off valves in Bathroom and Kitchen		X
Heating Thermostat		X
Sink Blockage	Any blockage occurring in that portion of the drain which services the unit.	Blockages in any portion of a drain which services more than one unit.
Window and Patio Door Rollers	Owners must keep the rollers in proper functioning condition, free and clear of dirt and debris which may cause damage.	Normal wear and tear.
Window and Patio Door Screens	Damage is assumed to be user-related.	Normal wear and tear.
Window and Patio Door Frames	Interior finishing.	Other repair and maintenance.
Window and Patio Door Hardware (Locks)	X (Damage is assumed to be user-related.)	
Window and Door Weatherstripping	Any user-related damage.	All other repair and maintenance
Door Locks, Handles and Hinges of Unit	X (Damage is assumed to be user-related.)	
Electrical Panel / Fuses	X	
Toilet Seals, Faucets	X	
Door Closures	X	
Frozen Pipes / Leaks (a) Exposed Pipes (b) Pipes within walls or floors	X (Where damage results from acts or omissions of resident.)	X (Other causes.)
Holes in Unit Doors made by Plaques, Displays, Bells, etc.	X	