

## Tenant Maintenance Requirements & Responsibilities

EXTERIOR			
Item	Tasks	Supplies Needed	Frequency
<b>Lawn, Yard &amp; Driveway</b>	<ul style="list-style-type: none"> <li>-Maintain lawn and yard</li> <li>-Remove weeds and moss</li> <li>-Fill potholes in driveway</li> <li>-Ensure no garbage is stored in yard (junk cars, car parts, old tires, discarded appliances, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>-Trimmer</li> <li>-Mower</li> <li>-Shovel &amp; Rake</li> <li>-Water Hose and Spray Nozzle</li> </ul>	<b>Monthly</b>
<b>Windows</b>	<ul style="list-style-type: none"> <li>-Inspect windows for signs of moisture damage on frames or adjacent walls</li> <li>-Take note of any excessive condensation, ice formation or worn weather-stripping</li> <li>-Verify that windows operate properly, remove dirt/build-up from window tracks</li> </ul>	<ul style="list-style-type: none"> <li>-Liquid Cleaner</li> <li>-Sponge/Paper Towel</li> </ul>	<b>Weekly</b>
<b>Exterior Doors</b>	<ul style="list-style-type: none"> <li>-Check that doors operate properly; excessive binding may indicate possible structure issues</li> <li>-Remove dirt and scuff marks, tighten loose screws and lubricate moving parts</li> </ul>	<ul style="list-style-type: none"> <li>-Liquid Cleaner &amp; Sponge</li> <li>-Lubricant (WD40 or equivalent)</li> <li>-Screwdriver</li> </ul>	<b>Monthly</b>
<b>Decks, Stairs &amp; Rails</b>	<ul style="list-style-type: none"> <li>-Set any loose nails or screws</li> <li>-Remove dirt build-up</li> <li>-<b>Report any damaged stairs or loose/missing handrails to SHD</b></li> </ul>	<ul style="list-style-type: none"> <li>-Screwdriver/Hammer</li> </ul>	<b>Monthly</b>
INTERIOR			
Item	Tasks	Supplies Needed	Frequency
<b>Plumbing</b>	<ul style="list-style-type: none"> <li>-Look for any water dripping from pipes, leaking or dripping taps, condensation on toilet tank, leaks around toilets, floor drains which give off odours, moisture damage in floors, walls and ceiling in bathrooms and kitchen, etc.</li> <li>-<b>Report leaks to SHD within 24 hours</b></li> </ul>		<b>Weekly</b>
<b>Interior Walls</b>	<ul style="list-style-type: none"> <li>-Looks for cracks or holes, gaps in joints at window, door frames and floor boards, bulges in plaster, mold and water stains, dusting and ghosting in wall framing, faded or peeling paint or wallpaper, etc.</li> <li>-Check closets for moisture or mold stains</li> </ul>		<b>Monthly</b>
<b>Ceilings</b>	<ul style="list-style-type: none"> <li>-Look for bulging, warping, sloping and cracking, peeling paint, stains, mold growth, gaps at ceiling and wall junction</li> </ul>		<b>Monthly</b>
<b>Flooring</b>	<ul style="list-style-type: none"> <li>-<b>Carpet:</b> Check for spills &amp; dirt build-up: remove dirt and shampoo affected areas</li> <li>-<b>Linoleum:</b> Check for dirt build-up, cobwebs &amp; stains: clean as required</li> </ul>	<ul style="list-style-type: none"> <li>-Vacuum cleaner &amp; carpet shampoo</li> <li>-Broom/mop &amp; Liquid Cleaner</li> </ul>	<b>Weekly</b>
<b>Doors/Casing &amp; Bi-Folds</b>	<ul style="list-style-type: none"> <li>-Remove dirt and scuff marks</li> <li>-Tighten loose knobs and hinges: lubricate hinges as required</li> </ul>	<ul style="list-style-type: none"> <li>-Liquid Cleaner &amp; Sponge</li> <li>-Lubricant (WD40 or equivalent)</li> </ul>	<b>Monthly</b>
<b>Kitchen &amp; Appliances</b>	<ul style="list-style-type: none"> <li>-Look for ventilation that does not function properly, damaged walls/ceilings/floors, rotting countertops, excessive moisture/fog, blistering paint, soft/rotten plaster or drywall, mold etc.</li> <li>-Check the inside of water cabinets for leaks</li> <li>-Check under the kitchen sink cabinet for any leaks</li> <li>-<b>Report moisture presence to SHD within 24 hours</b></li> </ul>		<b>Monthly</b>
	<ul style="list-style-type: none"> <li>-Remove dirt/spills and clean up grease build-up</li> <li>-Remove food scraps/garbage and keep them in secure airtight containers</li> <li>-Check that appliances are in good working condition</li> <li>-Keep all appliances clean</li> <li>-Check dryer vent for lint accumulation and ensure airflow travels to outside of building</li> </ul>	<ul style="list-style-type: none"> <li>-Liquid cleaner &amp; Sponge</li> <li>-Screwdriver</li> </ul>	<b>Weekly</b>

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<b>Bathrooms</b>	-Look for ventilation that does not function properly or complete lack of, damaged walls/ceilings/floors, rotting countertops, excessive moisture and fog, blistering paint, soft/rotten plaster and drywall, mold, etc. -Check the inside of vanity cabinet for water leaks -Check under the bathroom sink cabinet <b>Report moisture presence to SHD within 24 hours</b>		<b>Monthly</b>
	-Remove dirt/grime build-up -Check for leaks and loose handles: tighten as required -Check for clogging and make sure all drains work properly	-Liquid cleaner & Sponge -Screwdriver/Wrench -Gloves	<b>Weekly</b>
<b>Pests</b>	Check for the presence of: - <b>Rodents:</b> Rodents include rats, mice, squirrels, etc. Look for holes in exterior wall siding, frayed insulation, bare electrical wiring, tooth marks on pipes or leaking pipes - <b>Birds &amp; Bats:</b> Looks for holes in eaves and nests in attics or atop chimneys - <b>Termites:</b> Watch for sawdust around infested wood, runways and tunnels in wood or mud tunnels outside of the house. Infested wood will be spongy/hollow. Probe wood with a sharp instrument to assess strength and solidity - <b>Fleas, Cockroaches &amp; Bedbugs:</b> In wall joints, closets, kitchens, etc. <b>Report to SHD presence of any pests in the home</b>		<b>Monthly</b>
<b>Storage of Damp Materials</b>	-Observe presence of stored materials that can be a source for dampness (firewood, "green" logs for construction and woodworking) -Note if clothes are being dried indoors: this can increase moisture in the air and be conducive to mold growth		<b>Weekly</b>
<b>Home Security</b>	Assess presence of preventive measures to enhance home security: -Landscaping: Do shrubs and bushes conceal potential burglars around entry points such as basement windows? -Windows/Doors: Are they equipped with proper locking hardware? -Security lighting inside/outside the house: Is it available and in good working condition?		<b>Weekly</b>