

Chapter 1: Maintenance Funding Policies

This section contains guidelines for Maintenance Funding:

Section 1 lists items that are house expenses

Section 2 lists items which maintenance managers may purchase without prior approval

Section 3 lists items which one may buy only after consulting the Maintenance Coordinator,

Section 4 lists items which need Maintenance Committee approval.

Section 1: Items that are a house expense.

Cleaning Supplies	This is a house expense.
Light Bulbs	Lights Bulbs (including compact fluorescents) are a house expense because a house normally uses them and the house determines, through use, how long light bulbs last. Also, members tend to take light bulbs for personal use and not pay for them. Houses are encouraged to get their bulbs from the Tool Crib, it is <u>much cheaper</u> .
Lofts	Lofts are a personal expense unless the house chooses to reimburse the member(s).
Paint/Painting Supplies	Chapter 2, section 2.8
Snow Removal	Individual Houses are responsible for a safe walkway around the building, this includes snow removal.
Tableware	Plates, bowls, cups, and silverware are a house expense. The house controls how fast things wear out.
Vandalism repair	This shall include vandalism caused by members or members' guests. The repair of items including drywall, fire alarms, and fire extinguisher recharging shall be charged to the house. It is recommended that the house charge those responsible. See intentional damage SR 15.543 E,F,G
Water filtration systems	Initial purchase of water filtration systems shall be funded by houses. Replacement and repair may be funded up to 50% by the committee if approved at a meeting. Replacement filters may not be funded by the maintenance budget.

Section 2: Items that a Maintenance Manager may buy without prior approval

Item:	Description or Reasoning:
Basic Maintenance Supplies	Nails, screws, caulk, glazing compound, drywall etc. Talk to tool crib steward to see what is available from the crib
Carpet Cleaning	Houses are expected to thoroughly clean the carpet every four months. Socialized Maintenance will cover the cost of the rental of a steam cleaner at the rate of one 24 hour rental per 20 people at the co-op. Carpet cleaning solution is a house expense.
Cookware	Food preparation equipment: This shall include pots, pans, cooking utensils and large Tupperware items through SBA.
Electrical Equipment	This includes: minor parts, outlets, switches, and small ceiling fixtures.
Exhaust fan parts or replacement	These items can be obtained at Loy's TV repair on North Maple in Ann Arbor
House Inspections by the City of Ann Arbor	ICC socialized maintenance will pay the fees for the original inspection of a house. The ICC will also cover the base cost for any re-inspection but the house is responsible for any fees incurred over and above the base fee. This includes charges for individual bedrooms and all charges for additional re-inspections. (the per room charge increases on each additional re-inspect ...so this could get costly) The 3 rd reinspection fee is charged to the house in full.
Door Hardware Personal Car Use	This Excludes Locks and deadbolts. They need maintenance approval see chapter 2.11 A personal car used for <u>maintenance purposes</u> may be reimbursed. It will be reimbursed at the same rate currently paid by the IRS.
Pest Control	This covers both regular and emergency extermination service.
Phone Equipment Repairs and Minor Purchases	This does <u>Not include system wiring and/or repairs or replacements. Wiring, replacements, and repairs must go through the Maintenance Committee</u>
Piano Tuning	This covers the tuning of pianos only.
Plumbing	This shall include small repair parts, flappers, washers, etc.
Salt, sand, and snow removal supplies	See grounds keeping. Chapter 2.7
Smoke Detectors	Available at the ICC tool crib. Batteries for detectors are a house expense
Vacuum Cleaner parts	Maintenance Managers are encouraged to fix their own house vacuums. The tool crib stocks common parts including belts and beaters.
Window Glass	Michigan Glass repairs broken window panes. Broken window glass due to party damage is a house expense (see intentional damage, SR 15.543 E,F and G)
Weatherization Materials	Houses which need window plastic or other weather-stripping are improving the efficiency of the heating equipment thus benefiting the entire ICC.

Section 3: Items which one may buy only after consulting the Maintenance staff

Item:	Description or Reasoning:
Blinds and Window Shades (Member Rooms)	Applies to member rooms and bathrooms <u>only</u> . Common room window covers or blinds must go to the maintenance projects committee
Ceiling Fans Electrical repairs	A staff member must approve the purchase of ceiling fan, either new or replacement Includes Outlets, light fixtures, ext. Any installation of wiring must be conducted by maintenance staff in conjunction with the Maintenance Manager or a professional
Entertainment Equipment Repairs	50% of repairs may be paid on <u>registered</u> (see Maintenance Policies) entertainment equipment.
Fire Extinguisher, service	Problems with systems must be reported to the maintenance staff. Service is scheduled through the office only.
Kitchen Equipment Repairs	On site service to be approved by the Maintenance staff.
Kitchen Equipment Replacement	The following are necessary for all kitchens: Dishwasher/sanitizer, oven, refrigerator, freezer, microwave, garbage disposal, and toaster. The following are necessary for boarding houses only: mixer (blender) and food processor. Items not listed are house expenses, unless specifically approved by the Maintenance Committee.
Laundry Equipment Repairs or Replacement	On site service to be approved by the Maintenance Staff.
Mattresses and member bedroom furniture	House furniture that is destroyed by member mismanagement left out in the rain etc. will be billed to the house. No furniture is to be thrown out without Maintenance Staff approval.
Plumbing repairs	
Re-keying	After a minimum of two years from the time of a house exterior door re-key, the house is automatically eligible to have the exterior doors rekeyed. Under extenuating circumstances, a house may bring a project to the committee to have exterior doors re-keyed during the period of less than two years from the previous re-key. Maintenance will pay for the replacement of locks and the cost of keys. Interior rekeying must go to the maintenance committee.
Roofing leaks	Must be reported to the maintenance staff as soon as possible to prevent further damage to the building structure.
Keys and locks (deadbolts)	See chapter 2.11
Vacuum Cleaner Replacement	All efforts should be made to repair existing vacuums before purchasing new ones. If a vacuum is deemed unrepairable, the ICC maintenance staff may authorize the purchase of a new standard ICC vacuum. However, a vacuum cleaner will not be replaced in a time period less than two years from the initial purchase. If the vacuum needs to be replaced in a time period less than 2 years from the initial purchase, it will be assumed that the house has mistreated the vacuum beyond normal wear and tear and the house shall be charged the cost of the new, replacement vacuum cleaner.
Interior Paint	Houses may purchase paint only after consulting one of the maintenance staff. Paint must be purchased at one of several dealers with which the ICC has accounts set. Paint is covered under socialized maintenance funds. Paint supplies, e.g. rollers, brushes, and drop-cloths are not covered by socialized maintenance funds.

Section 4: Items which need Maintenance Committee approval

Item:	Description or Reasoning:
Blinds and Window Shades	These items in common areas and apartments will be funded with Maintenance committee approval.
Carpeting	New carpet must come from Georgia carpet outlet. Must be no less than 26oz. with padding no less than 8 oz. The Maintenance staff may approve carpeting during interim and for unforeseen urgent matters.
Curtains	These items in member rooms, common areas, and apartments will be funded with maintenance committee approval.
Drywall	Lager scale drywall replacement must come before the maintenance committee. this does not include small patches or repairs
Gutters and downspouts	The repair, including cleaning, will be paid by maintenance with committee approval.
Electrical System	Changes to system increases in service. Replacement must go through the ICC development committee than to Maintenance committee for approval
Entertainment Equipment Replacement	50% of replacement may be paid on <u>registered</u> (see Maintenance Standards) entertainment equipment.
Fire Alarm systems	New systems only. Does not include upgrades or repairs to current systems
Fire Escape	Replacement only. Repairs do not need to come before the committee.
Furniture for common spaces	Common furniture: couches, dining room tables, coffee and end tables, love seats, lazy chairs
Heating System	Boilers, Piping and/or entire systems must go through the Development committee for research and than to maintenance for approval
Kitchen Equipment new, non-replacement	Repairs and/or replacement equipment must have staff approval. Additional kitchen equipment must go through the maintenance committee for approval.
Laundry Equipment new, non-replacement	Repairs and/or replacement of equipment must have staff approval. Additional laundry equipment must go through the maintenance committee for approval
Masonry	Repairs on brick walls, chimneys, and foundations must go through maintenance committee
Pavement	Includes driveways and sidewalks
Phone Systems	50% of the expense will be paid for by Maintenance Committee upon approval. 50% will be paid for by the house. The Maintenance Committee will automatically approve a loan for the house if it requests a loan. Note: system include main lines to house, internal wiring or specialized phones that support the system
Plumbing, Major work or additions to the system	Major replacement must go through development committee, than to maintenance for approval.
Roof Work Major	Complete tear off replacement must go through Development committee, then to maintenance committee for approval.
Siding	Includes painting, vinyl or other types of siding. Projects over \$10,000 must go through Development committee, then on to maintenance committee for approval.

Storm Windows	The ICC is in the process of window replacement throughout the organization. New replacement windows do not require storms. Window replacement is scheduled through the Development committee, with approval from maintenance committee
Structural Repairs	Include roofing, framing, foundations etc.
Tree trimming and removal	It is suggested that houses thin their trees on appropriate regular interval to promote healthier trees, patterns of growth, and longer tree life. This will reduce the threat of damages from falling tree limbs and trees on our properties.
Vacuum Cleaner, new	ICC Maintenance will not purchase vacuums with attachments or handheld vacuums. All new vacuums will be the standard ICC vacuum. The standard ICC vacuum is an upright, heavy-duty, commercial vacuum cleaner. Houses with up to 25 members are allocated one vacuum cleaner and houses with over 25 members are allocated two vacuum cleaners. Each North Campus suite is allocated one vacuum cleaner.
Water Softener	