

## Chapter 2: Maintenance Policy

**2.1 Meetings:** The Maintenance Committee shall meet on a timely basis. The Maintenance Chair is responsible for setting meeting agendas and keeping the committee informed of upcoming agenda items and topics. At these meetings, the Maintenance Committee will decide on projects brought to the committee, consider changes to this policy, and hear and give reports on maintenance related items. When considering a project which costs over \$8000 voting will be deferred until the following projects meeting. This will give maintenance managers time to consider the project objectively and vote appropriately.

### 2.1.1 Voting Procedures

1. Attendance by over 50% of voting members of the maintenance Committee is required for quorum.
2. A simple majority constitutes a passing vote.

### 2.1.2 Maintenance Committee Attendance and Fines

- a) All maintenance managers or elected representative are expected to attend all maintenance project meetings.
- b) In the event where they cannot attend, all Maintenance managers/representatives must send a representative from their house to the meeting in their place. They also must contact the ICC Maintenance VP or Maintenance staff member assigned to attending the maintenance meetings, to give advance notice of absence.
- c) If no house representative is in attendance, the unrepresented house will be fined a minimum of \$10.00 and an additional \$5.00 for every hour of the projects meeting. Fines are left to the discretion of the Maintenance VP and the Maintenance Team (Maintenance VP, Development VP, Maintenance Staff, and General Manager). In addition, the appropriate house Work managers will be notified.
- d) House Representatives shall have the same voting privileges as Maintenance Managers.
- e) This policy shall be reviewed and altered to reflect any changes in SR 1.181 C (Board of directors fining policy).

**2.2 Projects:** Any eligible ICC member may bring a maintenance project to the maintenance projects meetings for discussion and approval. To bring a project, the member must:

1. Get at least one bid for the cost of the project if under \$200, and at least three bids otherwise
  - 1.1: This procedure can be waived by the Maintenance staff, the chairs of the Development and Maintenance committee for a given project.
  - 1.2: The bidding procedures for the Development committee will be in the Development Standing rules.
2. Bring the bids to the meeting using a maintenance projects form
3. Answer questions about the proposal and participate in discussion

Houses are not eligible to bring projects to the projects meeting if:

1. The maintenance manager or authorized representative has been absent from the previous two without sending an alternate.

Houses are not eligible to vote at the maintenance committee if:

1. The maintenance manager or authorized representative has been absent from the previous two without sending an alternate.

Funding for approved projects will expire 12 months after the project was approved if the house has not used the money. If houses wish to pursue a project after funding has expired, they will have to bring a new proposal to the projects meetings.

## **2.3 Tools**

**2.3.1 Tool Boxes:** At the first meeting of each semester each house that wishes will be provided with a tool box with no direct charge to the house. The contents of the toolbox shall be listed on the Maintenance Website. At the final meeting of each semester the toolbox must be returned to the Ed Center (or other designated location) where it will stay until the first meeting of the next semester and the cycle will repeat itself. Any and all tools that are not returned by the final meeting will be automatically charged back to the house and replaced by the maintenance staff. If nothing has been returned by the final meeting the toolbox and all contents shall be charged back to the house. Absence from the final meeting does not excuse the return of the toolbox. Houses have the option to distribute charges to individual members as they see fit.

1. Each maintenance manager shall be responsible for the toolbox and tools. Prior to distribution of the toolboxes the maintenance staff shall hand out a form to all maintenance managers informing them of the toolbox policy and their responsibility. Each maintenance manager must sign the form in order to receive the toolbox.
2. Maintenance Managers may lend tools to house members from this supply at their own discretion.
3. Lost tools may be replaced at any time by purchasing them from the tool crib supply shelves. In order to avoid additional charges at the end of the semester replacement tools must come from the tool crib. This is to ensure uniformity and maintain the tool ID system.
4. Broken or worn-out tools shall be replaced from the tool crib supply shelves as an ICC maintenance expense. These tools must be checked by maintenance staff to avoid the cost being charged back to the house.
5. A house may wish to buy its own set of tools. Such tools are not covered by these regulations. They may be purchased through house funds, amenities funds, project proposals, or loans.

**2.3.2 Tool Crib Definition:** The ICC shall maintain a tool crib available to all members stocked with common hand tools, garden tools, power tools and supplies to be used for projects in ICC houses. The tool crib will be maintained by a member appointed to the Tool Crib Steward position or by maintenance staff. Tool crib items must be checked out to members using a system organized by the Tool Crib steward and/or maintenance staff.

**2.3.2.1 Borrowing:** Members who return borrowed tools in bad condition will be charged. The fine will be based on the cost of the tool crib steward's time cleaning or repairing the tool. Members will also pay for tools broken through abuse, neglect, or loss. There will be a minimum charge of \$15. Normal wear and tear will be taken into account (not fined). Members checking out tools who have agreed on a return date and fail to arrange an extension with the tool crib steward will be charged \$5 a day till the tool is returned (not to exceed the replacement price of the tool).

**2.4 Entertainment Equipment:** The Maintenance Committee may approve a project of up to 50% or a loan of up to 100% for the purchase or repair of entertainment equipment. Funding for entertainment equipment must comply with the following:

2.4.1: Entertainment Equipment which may be funded 50% by the Maintenance Committee may include the following: TV, VCR, DVD, Piano, Foosball Tables, Ping Pong Tables, stereo, pool tables, deemed applicable by the Maintenance Committee, etc.

2.4.2: Entertainment Equipment may not be funded by the maintenance fund unless the equipment is bought after the committee has passed it (this includes maintenance loans). If a house is found to have bought the equipment prior to the project's passing, the project is then invalidated and the entire cost of the equipment is a house expense.

2.4.3 Bringing Entertainment equipment to projects committee: Entertainment equipment must have 3 bids regardless of the cost.

## **2.5 Property Damage**

**2.5.1 Personal Property:** The Maintenance Committee may approve the replacement of personal items that are damaged or destroyed should an ICC owned and operated machine be found at fault and the person whose items were lost was found to be without negligence. Theft of personal items are not covered by maintenance funds.

**2.5.2 Party Damage** The cost to repair damage incurred from a party shall be a house expense up to a cost of \$20 per member. Repair costs beyond that amount may be brought before the maintenance committee for approval. All Party damage over \$20 a member must first be investigated by the ICC Development Committee prior to the hearing or approval of the Maintenance Committee.

## **2.6 Furniture Policy**

1. Houses are responsible for making sure members have needed furniture.
2. Each house is responsible for storing its own excess furniture. Per fire code, furniture is not allowed to be stored in boiler or furnace rooms.
3. Houses are not allowed to exchange mattresses and box springs for any reason.
4. See maintenance funding for information regarding purchase of furniture.
5. Any new refrigerator, freezer, dishwasher, sanitizer, stove, garbage disposal, washing machine or dryer paid for out of the ICC Maintenance budget will be given a mandatory 3 years minimum life span assessment. If the machine has to be replaced before the 3 years expires the house may be held responsible for its replacement cost. 3 years is not to be used as a gauge of how long the appliance will last; it is only to be used as a guideline for minimum lifespan for full replacement.

## **2.7 Grounds keeping**

**2.7.1 Landscaping** should be done with the intent of maintaining, beautifying or improving the exterior of a house. Houses may spend up to their allotted amount for each FW and again for SS term on landscaping from Minor Maintenance. Escher (which includes O'Keeffe and Renaissance houses) will be allotted \$300. Black Elk, Gregory, Joint, King, Luther, , , Owen, , Truth, and Vail are each entitled to \$150. Stevens, Lester, Minnie's, Debs, Linder, Michigan, Nakamura, Osterweil, Ruths', Rochdale and ED-Center each are allotted \$100. Landscaping funds do not accrue over time. Additional funds must be approved by the Maintenance Committee. It is strongly recommended that houses buy perennial flowers or low maintenance bushes or shrubs.

**2.7.2 Lawn Mowers:** Each of the following houses or groups of houses shall be entitled to a lawn mower. 1) Michigan, Minnie's, Linder, and Vail 2) King 3) Truth 4) Black Elk, Gregory, and Luther 5) Joint and Stevens 6) Escher (North Campus) 7) Owen. Each of the following is entitled to either a weed whip or a hand mower: Nakamura, Lester, Debs, Ruths, Rochdale Center, Osterweil, and Black Elk.

**2.7.3 Live Animal Trap Use Policy:** Anyone borrowing a live trap assumes full responsibility for the placement, monitoring, and return of the trap, as well as the humane release of any animals captured.

## 2.8 Paint

**2.8.1 Exterior Paint** is addressed by the Development Committee through the annual major maintenance budgeting process.

**2.8.2 Smaller Exterior Painting Projects** can be approved by the maintenance team and or maintenance committee.

**2.8.3 Interior Paint Standards:** When painting, members must use drop cloths. Houses are responsible for interior painting. If an incomplete or destructive job (i.e. spilled and dripped paint) is done, the Maintenance Staff can require the house to repair the paint job. If this is not done within a specified time period, the Maintenance Staff can have the room repainted or cleaned at the house's expense. Please consult maintenance staff for proper painting tips and suggestions.

**2.9 Pest Control:** ICC Maintenance will cover pest control service for all ICC buildings including scheduled and emergency service.

**2.10 Room Entry:** When a Maintenance Manager, Maintenance staff, or person hired to provide maintenance needs to enter a member's room, they will provide the member 24 hour advanced notice except in case of emergency. If the member is not at home at the time of entry, notification of entry will be put on the outside of the door. If an outside professional needs to enter a bedroom, they will be accompanied by a maintenance staff person. All effort will be made to notify the room member in advance, but there may be times when that is impossible due to service providers. Anyone entering a room must knock and verbally announce their intent to enter.

**2.11 Key Policy:** Members shall not change interior or exterior locks without expressed permission from the ICC Maintenance Team (Director of Maintenance, Maintenance Coordinator, Maintenance Technician, General Manager and Vice-President of Maintenance). In addition to the expressed permission the following also must be followed:

1. All Locks must be keyed to the master key(s) for each house.
2. The Original key for each lock must be on file at the ICC office. (copying of these keys shall follow ICC key copying policy)
3. The Master Key(s) has to be on file at the ICC office.

**2.11.1:** If a lock is found not to be keyed to the master or does not have a key on file that lock will be keyed to the house Master Key(s) and that key will be placed on file at the office at the house's expense.

**2.12 Service Contracts:** The ICC and its member houses will not purchase service contracts for new appliances when purchased with ICC maintenance funds.

**2.13 Storm Windows:** The following applies to screens and old storm windows only.

1. The cost to replace a screen or storm window which has been damaged or lost shall be charged to the house.

**2.14 Awards:** The Maintenance Chair in coordination with the Maintenance Coordinator can give out the Golden Hammer Award at the W.A.M..

**2.15 Loans** see SR 15.32

1. Loans may be made to ICC houses from Maintenance Funds to fund, repair, or replace entertainment equipment or for permanent improvements to the house.
2. Maintenance loan money will not be disbursed until
  - a) The loan is approved by the maintenance committee and
  - b) The house has agreed upon a repayment schedule, filled out a loan form and delivered it to the ICC Director of Maintenance
  - c) The schedule meets the criteria set forth in SR 15.32 and is accepted by the ICC Director of Maintenance.
  - d) If items funded by a maintenance loan become broken, through neglect or intentional damage, then the loan will become due in full during the term that it was broken (service covered by product warrantee excluded).
3. The Maintenance Vice President shall be responsible for notifying the ICC Director of Maintenance when a loan has been approved by the maintenance committee.