

Chapter 1: Maintenance Funding Policies

Section 1 lists example items that are a house expense.

Section 2 lists example items covered by socialized ICC maintenance funds that a maintenance manager may buy without prior approval.

Section 3 lists example items that one may buy only after consulting Maintenance Staff.

Section 4 lists example items to be purchased or scheduled by Maintenance Staff.

Section 5 explains charge-backs to houses and room air conditioner installations and costs of use.

Section 1: Items that are a house expense.

Item:	Description or Reasoning:
Cleaning Supplies	This is a house expense.
Light Bulbs	Light bulbs (including compact fluorescents) are a house expense because a house normally uses them and the house determines, through use, how long light bulb lasts. 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 much cheaper.
Lofts	Lofts are a personal expense unless the house chooses to reimburse the member(s).
Painting Supplies	See Chapter 2, Section 2.8.
Snow Removal	Individual houses are responsible for a safe walkway around the building and city sidewalks. This includes snow removal. The City can and will impose a fine on houses for unshoveled sidewalks.
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, and G.
Water Filtration Systems	Initial purchase of water filtration systems shall be funded by houses. Replacement filters may not be funded by the maintenance budget.
Entertainment Equipment	Entertainment equipment is a house expense.
Batteries	Batteries for smoke detectors, keypads, etc. are a house expense.
Window Screens	Broken or damaged window screens are a house expense.

Section 2: Items covered by socialized ICC maintenance funds that a Maintenance Manager may buy without prior approval.

Item:	Description or Reasoning:
Basic Maintenance Supplies	Nails, screws, caulk, glazing compound, drywall, etc.
Carpet Cleaning	Houses are expected to thoroughly clean the carpet every 4 months. Socialized Maintenance funds will cover the cost of one 24-hour rental of a steam cleaner per 20 people at the co-op. Carpet cleaning solution is a house expense.
Door Hardware	This excludes door locks and deadbolts. They need maintenance staff approval.
Electrical Equipment	This includes minor parts, outlets, switches, and small ceiling fixtures.
Exhaust Fan Replacement	These items can be obtained at hardware stores where the ICC has accounts.
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. 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 inspection, so this could get costly). The 3rd re inspection fee is charged to the house in full.
Low Flow Faucets/Aerators	Maintenance managers can purchase low flow aerators at any time, but need to obtain low flow faucets/showerheads from the maintenance staff.
Personal Car Use	A personal vehicle used for maintenance purposes may be reimbursed at the same rate currently paid by the IRS.
Pest Control	This covers both regular and emergency extermination service.
Phone Equipment Repairs	This does not include system wiring and/or system replacement.
Piano Tuning	This covers the tuning of pianos only.
Plumbing	This shall include small repair parts, flappers, washers, toilet seats, small PVC piping or other piping etc.
Salt, Sand, & Snow Removal Supplies	See groundskeeping (Chapters 2-2.7).
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, bags, and beaters. (Training on “How to” is provided on the ICC Website and in Maintenance Manager Training sessions).
Weatherization	Houses that need window plastic or other weather-stripping are improving the efficiency of the heating equipment thus benefiting the entire ICC.

Section 3: Items that one may buy only after consulting Maintenance Staff.

Item:	Description or Reasoning:
Cookware	Food preparation equipment: This includes pots, pans, cooking utensils and large Tupperware items through SBA. It does not cover plates, silverware, cups, etc.
Ceiling Fans	A staff member must approve the purchase of ceiling fans, either new or replacement.
Electrical Repairs	Includes outlets, light fixtures, etc. Any installation of wiring must be conducted by maintenance staff in conjunction with the Maintenance Manager or a professional.
Furniture	Common room furniture: couches, dining room tables, coffee and end tables, love seats, lazy chairs, etc. must go through Maintenance Staff.
Interior Paint	Houses may purchase paint for maintenance needs (drywall repairs, damaged walls, marked walls, etc.) and house projects (work holiday, etc). Members that simply want to paint their room a new color must purchase the paint and tools at their own expense and must use a color suitable to future members. Paint tools, e.g. rollers, brushes and drop cloths are a house expense.
Keys and Locks	See Chapter 2.9
Mattresses & Member Bedroom Furniture	House furniture that is destroyed by member mismanagement, left out in the rain, will be billed to the house.
Phone Systems	House phone line costs will be covered by socialized maintenance funds. Individual room phone lines are to be paid for by the individual.
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 re-keyed. Socialized Maintenance Funds will pay for the replacement of locks and the cost of keys. Interior re-keying must go through the maintenance staff.
Sustainability Related Items	Any item that would improve a house's electricity, gas, or water usage will be covered by Socialized Maintenance Funds if maintenance managers first contact the Sustainability Committee/Maintenance Staff and they approve the purchase.
Window blinds, shades, & curtains.	Houses may purchase window treatments only after consulting the Maintenance Staff. Staff will help with types of treatments and where to purchase.

Section 4: Items to be purchased or scheduled by Maintenance Staff.

Items:	Description or Reasoning:
Carpeting	New carpet must come from Georgia Carpet Outlet. Must be no less than 26 ounces with padding no less than 8 oz. Carpet replacement must be approved by Maintenance Staff and possibly the Major Maintenance Committee.
Drywall	Larger scale drywall replacement must go through Maintenance Staff.
Electrical Systems	Changes to systems that increase service or replacement of systems must go through Maintenance Staff.
Fire Alarm Systems	New systems must go through Maintenance Staff. Does not include upgrades or repairs to current systems.
Fire Escapes	Our current fire escapes are “Grandfathered.” This means that only repairs are allowed as per City Code. All repairs to escapes must be performed by licensed contractors.
Fire Extinguisher Service	Problems with systems must be reported to the maintenance staff. Service is scheduled through the office only.
Gutters/Downspouts	The repair, including cleaning, is contracted out to service providers. Cleaning is performed twice annually. Maintenance managers should maintain their downspout extensions to ensure water flows away from the foundation.
Heating Systems	All boiler room repairs and other professional heat system repairs must go through maintenance staff.
Kitchen Equipment	Repairs and or replacement must have staff approval. Additional kitchen equipment must go through the Maintenance Staff for approval.
Kitchen Equipment Repairs	Onsite service is 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 <u>for boarding houses only</u> : mixer, blender and food processor. Items not listed are house expenses, unless specifically approved by Maintenance Staff.
Laundry Equipment	Repairs and or replacement of equipment must have staff approval.
Laundry Equipment Replacement	Onsite service to be approved by Maintenance Staff.
Masonry	Repairs on brick walls, chimneys, and foundations must go through Maintenance Staff.
Pavement	Includes driveways and sidewalks must go through Maintenance Staff.

Professional Plumbing Repairs	Requires Maintenance Staff approval.
Roof Leaks	Must be reported to the Maintenance Staff as soon as possible to prevent further damage to the building structure.
Tree Trimming	It is suggested that the houses trim their trees on appropriate regular intervals to promote healthier trees, patterns of growth and longer tree life. This will reduce the threat of damage from falling limbs and trees on our properties. Large-scale tree trimming must go through Maintenance Staff.
Vacuum Cleaners	All efforts should be made to repair existing vacuums before purchasing new replacement. If a vacuum is deemed non-repairable, 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 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.

Section 5: Automatic Maintenance Charge-Backs to Houses and Air Conditioner Usage/Costs

Definition:

- A charge-back to the house(s) happens when items that are purchased by Maintenance Managers or others on the account list, are made on products or services that are not covered by Maintenance Socialized Funds. This charge-back happens automatically on a monthly basis.

Examples of products:

- Light bulbs, cleaning products, brooms, mops, painting supplies and other house expenses listed in Chapter One of the Maintenance Policy.

Examples of services:

- Plumbing that entails the clearing of toilet drain lines of any item(s) that should never be flushed or put down the drain, e.g. tampons, paper towels, food and/or non soluble material. Air Conditioner usage will also be automatically charged back to members.

The following proposal was passed by the Board of Directors on April 15, 2012.

The board of directors has recently passed the common utilities proposal that changed our system from one where individual houses were responsible for their utility usage to one where we are responsible as a whole organization. Since this passage, there has been demand for a proposal that would standardize and centralize charges for window air conditioner units. Although air conditioner charges have been taken care of at the house level in the past, if at all, this proposal will allow a flat rate across our organization and ensure that costs incurred from running these appliances are re-cooped. We feel that it is unfair for members who do not use air conditioning to pay higher utility charges as a result of A/C usage in other houses.

*The Total DTE Residential Rate is defined as the total cost of the marginal kilowatt hour to a residential electricity user in the DTE service area who meets no special criteria which qualify them for a lower rate (e.g. being over 62 years of age). DTE currently charges a “power supply charge” of \$0.06912/kWh for

the first 17 kWh that the customer uses per day, and \$0.08257/kWh for any additional kilowatt-hours. Our houses typically use more than 30 kWh per day each, so any electricity expended by air conditioners is being charged to the ICC at the higher rate. In addition, DTE charges a distribution charge of \$0.05003/kWh. Adding this to the power supply charge yields the “Total DTE Residential Rate of \$0.1326/kWh.

<http://www.dteenergy.com/residentialCustomers/billingPayment/electricRate/calculator.html>

-Click on the “residential electric” bar without checking any of the boxes.

Proposal: To add the following policies to the standing rules, centralizing and standardizing air conditioner charges. Beginning May, 2012, the Sustainability and/or Finance committee will set a new yearly standard rate based on usage and consumption as posted on the DTE billing. The new 8-hour charge will be \$17.50 per month and the 24-hour charge will be \$52.51 per month for the current S/S. This cost will be adjusted every year by Finance and/or Sustainability according to the Maintenance Policy guide lines in Chapter 1: Maintenance Funding Policies, Section 5: Charge back to Houses and or Members.

For Members using Air Conditioners, the following responsibilities will apply:

- All screens must be properly removed and safely stored in the respective member bedroom and reinstalled before move-out.
- The cost of replacing or repairing missing or damaged screens and window frames will be charged back to the owner of the air conditioning unit.
- Any damaged drywall, wood framing or other caused by condensation getting inside the room due to incorrectly installed units will be charged back to the owner of the air conditioning unit.
- It is expected that A/C’s will be turned off when members are not in the bedroom. Common rooms do not apply.
- Members must view the “how to install” video posted on our website before installation and ask your house maintenance manager for assistance with the installation.

15.11 AIR CONDITIONER CHARGES: Houses utilizing window air conditioning units will be charged per air condition unit per month based on the rate in 15.11.1 15.11 et seq. shall only apply to the Spring/Summer contract periods.

15.11.1 MONTHLY RATE: Sustainability Committee shall set the monthly rate for air conditioning units for the upcoming fiscal year using the following formula: $.55 \text{ (kw/hours per month for air 8 hr/day)} \times 240 \text{ (hr/month)} \times \text{Total DTE Residential Electric Rate}$.

15.11.2 INCORRECTLY INSTALLED AIR CONDITIONERS: Air conditioning units that have been incorrectly installed with be charged at 3 times the rate in 15.11.1.

- A. Members can request assistance from their house maintenance managers or maintenance team when installing their air conditioning units.

15.11.3 REPORTING: Houses are responsible for reporting the number of air conditioning units that they will be utilizing every contract period within two weeks of the start of the contract period and wherever the number of units changes.

- A. House Presidents or Interim Managers shall inform members of air conditioning policy at the first house meeting of every contract period.
- B. Houses that under-report number of air conditioning units upon subsequent checks by the Sustainability Committee may be fined up to \$100 by the Sustainability Committee.

This proposal passed the Board of Directors meeting on April 15, 2012.