

## Chapter 2: Maintenance Policy

**2.1 Meetings:** The Officer/Staff Team meetings take place on a bi-monthly basis and consist of the General Manager, Maintenance Staff, and the VP of Major Maintenance. These meetings are set to ensure that everyone involved at the Staff and VP level are fully aware of what is happening regarding maintenance issues.

The Major Maintenance Committee meetings take place on a bi-weekly basis. Member(s) of the maintenance staff, and Board members appointed by the Coordinating Committee attend these meetings to work on ICC maintenance policy, the next fiscal year maintenance budgets, discuss contractor and research options, address maintenance-related sustainability issues, and work on other various projects. Other ICC members are welcome to attend Major Maintenance Committee meetings if their schedule permits.

**2.1.1 Voting Procedures** When voting occurs during the Maintenance Committee meetings, attendance by over 50% of voting members of the Maintenance Committee is required for quorum and a simple majority constitutes a passing vote.

The Maintenance Team meetings take place at the Education Center on a bi-weekly basis and consists of the Director of Maintenance and Maintenance Managers from all houses. Hands on training takes place during these meetings which address issues on a house level such as fixing vacuums, lint traps, plumbing, toilets, electrical and other various projects.

### 2.1.2 Maintenance Team Attendance and Fines

**a)** All maintenance managers, including those from houses that have multiple maintenance managers, are expected to attend all Maintenance Team meetings. Returning maintenance managers are not required to attend trainings that they have previously attended, but are expected to go to the initial set-up meeting and any missed trainings from their previous tenure. Escher Co-op must have a minimum of three maintenance managers/team-members accounted for with each training.

**b)** In the event where they cannot attend, all Maintenance Managers must send a representative from their house to the meeting in their place. They also must contact the Director of Annual Maintenance to give advance notice of absence.

**c)** If no house representative is in attendance, the unrepresented house can be fined a minimum of \$5.00 for every hour of the meeting. Fines are left to the discretion of the Director of Maintenance. In addition, the appropriate house's Work Manager(s) will be notified.

## 2.2 Tools

**2.2.1 Tool Boxes:** At the first meeting of each semester each house that wishes will be provided with a toolbox 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.

**a)** 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 responsibilities. Each maintenance manager must sign the form in order to receive the toolbox.

**b)** Maintenance managers may lend tools to house members from their toolboxes at their own discretion.

**c)** 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.

**d)** 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.

**e)** A house may wish to buy its own set of tools. Such tools are not covered by these regulations, and should not be stored in maintenance manager's toolboxes. Additional tools may be purchased through house funds, amenities funds, or project proposals.

**2.2.2 Tool Crib:** The ICC shall maintain a tool crib, stocked with common power tools and supplies to be used for projects in ICC houses. Members should contact the Director of Maintenance for access to the Tool Crib.

**2.2.2.1 Borrowing:** Members who return borrowed tools in bad condition will be charged. Members will also pay for tools broken through abuse, neglect, or loss. There will be a minimum charge of \$15.00. Normal wear and tear will be taken into account (not fined). Members checking out tools that have agreed on a return date and failed to arrange an extension will be charged \$5.00 per day until the tool is returned (not to exceed the replacement cost of the tools).

## **2.3 Property Damage**

**2.3.1 Personal Property:** The Maintenance VP/Staff Team may approve the replacement of personal items that are damaged or destroyed under the conditions that an ICC owned and operated machine is found to be 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.

**2.3.2 Party Damage:** The cost to repair damage incurred from a party shall be a house expense up to a cost of \$20.00 per member. Repair costs beyond that amount may be

brought before the Major Maintenance Committee for approval. All Party Damage over \$20.00 per member must first be investigated by the Major Maintenance Committee.

## **2.4 Furniture Policy**

- a)** Houses are responsible for making sure members have needed furniture. This includes a bed frame, box spring (if using a metal frame), mattress, dresser, desk, and desk chair.
- b)** Each house is responsible for storing its own excess furniture. Per fire code, furniture and any other flammable items are not allowed to be stored in hallways, boiler rooms, or furnace rooms.
- c)** Per fire code, houses are not allowed to store or furnish porches with flammable and/or cushioned furniture (e.g., cushioned chairs, couches, furniture pillows, etc.).
- d)** To avoid a bed bug infestation, houses are not allowed to bring in used furniture or personal mattresses/box springs unless they acquire a doctor's note. Please review the ICC Bed Bugs Policy for more information on bed bug infestations.
- e)** See Chapter 1 of the Maintenance Policy Manual for maintenance funding information regarding the purchase of furniture.
- f)** Any new refrigerator, freezer, dishwasher, sanitizer, stove, garbage disposal, washing machine or dryer paid for out the ICC Maintenance budget will be given a mandatory 3-year minimum lifespan 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.

## **2.5 Grounds Keeping**

**2.5.1 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 Annual Maintenance. Escher (which includes O'Keeffe and Renaissance houses) will be allotted \$300 per term, Black Elk, Gregory, Ella Baker, King, Luther, Owen, Truth and Vail are allotted \$150.00 per term, Lester, Minnie's, Debs, Linder, Michigan, Nakamura, Osterweil, Ruths', Rochdale and Ed Center are allotted \$100.00 per term. Landscaping funds do not accrue over time. Additional funds must be approved by the Maintenance Staff. It is strongly recommended that houses buy perennial flowers or low maintenance bushes or shrubs.

**2.5.2 Lawn mowers:** The ICC has a lawn mower and weed whip that is maintained by the maintenance staff. If your house needs either of these items, contact any one of the maintenance staff.

**2.5.2.1 Escher House** has a riding lawnmower for which they are responsible for yearly maintenance-care and tuning. Each S/S term member grounds volunteers are trained on how to use and maintain this mower.

## **2.6 Paint**

**2.6.1 Exterior Paint** is addressed by the Major Project/Sustainability Committee through the annual Major Maintenance budgeting process. Maintenance Staff will usually work with ICC houses to choose colors for exterior paint.

**2.6.2 Smaller Exterior Painting Projects** can be approved by the maintenance staff.

**2.6.3 Interior Paint Standards:** When painting, members must use drop cloths. Houses are responsible for interior painting. If an incomplete or destructive job (e.g. spills, drips) has been done, the Maintenance Staff can require the house to repair the paint job. If this is not done within the 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.

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

**2.8 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 with 24-hours advance notice - except in the case of an 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 unaffiliated with the ICC needs to enter a bedroom, they will be accompanied by a maintenance staff person. All effort will be made to notify the room's member in advance, but there may be times when notification is impossible due to service providers. Anyone entering a room must knock and verbally announce their intent to enter.

**2.9 Key Policy:** Members shall not change interior or exterior locks without permission from the following: General Manager, Director of Maintenance, Director of Annual Maintenance, or the Vice President of Major Maintenance. In addition, the following must be followed:

- a) All locks must be keyed to the master key.
- b) The original key for each lock must be on file at the ICC office.
- c) Master Keys must be on file at the ICC office.

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 and that key will be placed on file at the ICC office at the house's expense.

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

**2.11 Screens:** The cost to replace a screen and/or screen-frame that has been damaged or lost shall be charged to the house.