



Home Warranty

a Wilson M. Beck Company



Homeowner Maintenance Manual

THE MAINTENANCE OF YOUR HOME

Your new home will require regular preventative maintenance by you or trained professionals, to preserve its beauty, value and Home Warranty requirements. Preventative maintenance on your home should begin when you move in. Read the following sections of this manual to become familiar with the procedures for maintenance.

We've listed tasks that need to be done quarterly, and annually. Not every expert agrees as to which task needs to be done in which season, so this isn't a black and white list. Do what works for you and your schedule, and as long as all these things get accomplished, your home will be happy for years and years to come.

Throughout this Maintenance Guide the term 'home' is used. While single-family homes may immediately come to mind, 'home' is also intended to mean multiplexes, townhouses, and units in multi-family buildings.

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Maintenance Disclaimer

This manual is for informational use only. The content provided does not constitute legal advice, nor does it supersede professional advice. The builder, warranty provider and or their affiliates assume no liability or responsibility in connection with the use or misuse of any portion or section of this manual, or any suggestions, information or advice. Although many items discussed in this manual, may be used for older homes, it is only intended for new homeowners who have purchased home warranty coverage through WBI Home Warranty Ltd. This document does not amend any coverage provided by a New Home Warranty or home insurance policy, **and will not remove the risk of a loss or claim.**

Before conducting maintenance and repair of any portion of your home, the property or its fixtures and improvements, it is essential that you consult and follow manufacturer's guide lines and instructions or seek out and follow the advice of certified and experienced experts. Following the suggestions in this maintenance manual may help to minimize wear and tear, damage, and or distress to your home. The builder or the warranty provider cannot guarantee that the use of this manual and suggestions, advice and information will prevent such wear and tear, damage and distress.

Emergency Situations

ROOF LEAKS

If at any time a roof is leaking, be sure to check for the following

1. *Missing roof shingles*
2. *Ice damage*
3. *Debris on the roof*
4. *Plugged gutters or downspouts*

Until the leak is properly repaired, you as the homeowner have an obligation to mitigate (protect) your home from further damage. Place a bucket under the leak, and contact your builder if this appears to be related to the construction of the new home. Contact your builder (if warranty related). Also, contact your property insurance company, as they have the expertise and resources to arrange for a restoration company to attend and protect your home from further damages. They are also, a first response insurer. Your warranty provider allows the builder to resolve the issues, which could be a longer timeframe than your insurance company. If the Building Envelope component of your warranty has expired (5 years) then you should contact a trained and qualified professional, along with your insurance company.

GAS

If at any time you smell gas in your home, you should leave your home and contact the gas supplier immediately. They are best to inspect and advise of any issues.

HEATING

If your furnace does not operate properly, you should check to ensure the breaker has not tripped, and refer to the furnace manual for pilot light lighting instructions. You should also check the thermostat settings, to ensure it has not been turned down. Contact your builder (if warranty related). If the Heating component of your warranty has expired (2 years) then you should contact a trained and qualified professional to rectify the issue.

PLUMBING

Burst Water Line

A water line can burst due to a number of different reasons. What is important here is to stop the water from flowing into your home in order to prevent extensive damages to home and property. If a burst water line happens between a fixture and a shut off valve, then shut

off the water at the valve immediately. If no shut off valve exists, then shut the water off at the main water shut off, this is usually located where the water line enters your home (crawl space or basement). It is also recommended to shut off your hot water tank to prevent overheating.

Frozen Water Line

When garden hoses are left attached to the hose bib in the winter, and they have not been properly drained, freezing of the water line can occur. Disconnect all exterior hoses from hose bibs before the cold weather begins. If there is a leak in the pipe, then follow the steps above in "Burst Water Line" contact your builder (if warranty related), along with your property insurance company. If the plumbing component of your warranty has expired (2 years) then your insurance company should be able to assist you.

Plugged Toilet/Sink or Sewer Line

This usually happens when debris has been flushed down a toilet. Do not continue using the toilet or sink once a blockage has occurred. First, you should use your plunger to try to alleviate the problem. The services of a qualified plumber may be required if you were unsuccessful with the plunger. For excessive damages, contact your insurance company and your builder (if within 2 years of occupancy)

Minor Plumbing Leak in the Line or Hot Water Tank

Put a container under the leak and contact your builder. If the leak occurs at the hot water tank, shut off the water supply as well as the gas valve or electrical breaker. Contact your builder (if warranty related) along with your property insurance company. If the plumbing component of your warranty has expired (2 years) then your insurance company should assist you.

Temporarily Vacating Your Home

The following is a “to do” list before vacating your home for an extended period.

Maintenance Activity

Completed

1. Roof – Prevent overflow by cleaning downspouts and gutter of leaves, birds nest or rubbish.
2. Refrigerator – Disconnect, defrost, and leave the door ajar.
3. Water – Shut off the main water valve to prevent flooding of your home while you are away.
4. Electricity – unplug unneeded appliances and electronics in your home to prevent power surge damage.
5. Telephone – If you decide to have your phone service disconnected, notify the phone company.
6. Keys – Friends and neighbors can be of assistance in inspecting your home at the intervals required by your home insurance policy. They can also access the home in case of emergency.
7. Heat – Maintain heat in your home during the winter months, even if your home is vacant. This will prevent condensation, mold, and warping of building materials. Setting your thermostat to 5 degrees C is sufficient in most cases.

Seasonal Maintenance Schedule

Fall

<i>Maintenance Activity</i>	<i>Completed</i>
1. Disconnect Drain and store outdoor hoses. Close interior valve to hose bib and drain hose bib. Frost free hose bibs do not require drainage, but the hose must still be disconnected.	<input type="checkbox"/>
2. Inspect Caulking around window frames and exterior trim for cracking or separation.	<input type="checkbox"/>
3. Check smoke, carbon monoxide and security alarms. Replace batteries where needed.	<input type="checkbox"/>
4. Check the roof for loose shingles.	<input type="checkbox"/>
5. Ensure all exterior vent covers and screens are in place.	<input type="checkbox"/>
6. For central air conditioning, make sure the drain pan under the cooling coil, Is clean and drains properly.	<input type="checkbox"/>
7. Bleed air from hot water radiators.	<input type="checkbox"/>
8. Disconnect power from furnace and examine furnace fan belt, clean fan blades of any dirt build up.	<input type="checkbox"/>
9. Check chimneys for obstructions before turning on furnace.	<input type="checkbox"/>
10. Vacuum electric baseboard heaters to remove any dust.	<input type="checkbox"/>
11. Remove the grilles on furnace and vacuum inside the ducts.	<input type="checkbox"/>
12. Turn ON furnace pilot light, set thermostat to heat and test furnace.	<input type="checkbox"/>
13. Check and clean or replace furnace air filters regularly. Ventilation systems, such as a heat recovery ventilator should be regularly as per manufactures guideline.	<input type="checkbox"/>
14. Check to see that the ductwork leading to and from the heat recovery ventilator is in good shape and joints are tightly sealed.	<input type="checkbox"/>
15. If the heat recovery ventilator has been shut off for the summer, clean the filters and the core and pour water down the condensate drain.	<input type="checkbox"/>
16. Check to see that bathroom exhaust fans, and range hoods are operating properly	<input type="checkbox"/>
17. Check sump pump and line to ensure proper operation	<input type="checkbox"/>
18. Ensure windows and skylights close properly	<input type="checkbox"/>
19. Repair or replace weather-stripping as necessary	<input type="checkbox"/>
20. Cover outside air conditioning unit and shut off power	<input type="checkbox"/>
21. Clean leaves from eavestroughs and roof, and test downspouts	<input type="checkbox"/>

Winter

Maintenance Activity

Completed

1. Check and clean or replace furnace air filters regularly during the heating season.
Ventilation system, such as heat recovery ventilator filters should be checked regularly.
2. After consulting your hot water tank owners' manual, carefully test the temperature and pressure relief valve to ensure it is not stuck. This test may release hot water that can cause burns.
3. Clean humidifier two or three times per season.
4. Vacuum bathroom grille fan
5. Vacuum fire and smoke detectors as dust or spider webs can prevent them from functioning.
6. Vacuum radiator grilles on back of refrigerators and freezers.
7. Check the basement floor drain to ensure trap contains water.
8. Monitor your home for excessive moisture levels – for example condensation gathering on the inside of your windows is a sign of high humidity levels in your home. Reduce moisture levels.
9. If you have a plumbing fixture that is not frequently used, such as a laundry tub or a spare bathroom sink, tub, or shower, run some water briefly to keep some water in the trap.
10. Test plumbing shut off valves to prevent from seizing.
11. Examine windows and doors for ice accumulation or cold air leaks.
12. Examine attic for frost accumulation. Check the insulation and look for blocked vents.
13. Check roof for ice dams or icicles.
14. Keep snow clear of gas meters and all exhaust and intake vents and basement doors and windows.
15. Monitor outdoor vents, gas meters and chimneys for ice and snow buildup. Consult with an appropriate contractor or your gas utility for information on how to safely deal with any ice problems you may have.
16. Check electrical cords, plugs and outlets for all indoor and outdoor seasonal lights to ensure fire safety; if worn, or if plugs or cords feel warm to the touch, replace immediately.
17. Drain and winterize in ground sprinkler systems.

Spring

<i>Maintenance Activity</i>	<i>Completed</i>
1. Check smoke, carbon monoxide and security alarms. Replace batteries where needed.	<input type="checkbox"/>
2. Check, clean and replace furnace air filters regularly during the heating season. The filters of ventilation systems, such as heat recovery ventilators should be checked regularly.	<input type="checkbox"/>
3. Have fireplace, wood stove, and chimney cleaned and serviced as required.	<input type="checkbox"/>
4. Shut down, drain, and clean furnace humidifier, and close the furnace humidifier damper on units with central air conditioning.	<input type="checkbox"/>
5. Switch on power to air conditioning and check system. Have it serviced every two to three years.	<input type="checkbox"/>
6. Clean or replace air-conditioning filter, if applicable.	<input type="checkbox"/>
7. Check dehumidifier and drain – clean if necessary.	<input type="checkbox"/>
8. Turn OFF gas furnace and fireplace pilot lights, where possible.	<input type="checkbox"/>
9. Check smoke, carbon monoxide and security alarms and replace batteries.	<input type="checkbox"/>
10. Clean windows, screens, and hardware. Ensure weep holes are clear. Lubricate sliding door rollers.	<input type="checkbox"/>
11. Examine the foundation walls for cracks, leaks or signs of moisture, and repair as Required.	<input type="checkbox"/>
12. Ensure sump pump is operating properly before the spring thaw sets in. Ensure discharge pipe is connected and allows water to drain away from the foundation.	<input type="checkbox"/>
13. Re-level any exterior steps or decks that moved because of the frost or settling.	<input type="checkbox"/>
14. Check for and seal off any holes in exterior cladding that could be an entry point for small pests such as bats or squirrels.	<input type="checkbox"/>
15. Check eaves troughs and downspouts for loose joints and secure. Clear any obstructions and ensure water flows away from your home.	<input type="checkbox"/>
16. Clear all drainage ditches and culverts of debris.	<input type="checkbox"/>
17. Inspect all exterior caulking.	<input type="checkbox"/>
18. Turn on the interior water supply to hose bibs and exterior faucets. be sure to check for leaks in the lines, faucets, and around the shut off valves.	<input type="checkbox"/>

Summer

<i>Maintenance Activity</i>	<i>Completed</i>
1. Monitor basement humidity and avoid relative humidity levels above 60 percent, use a dehumidifier to maintain at 50-55%.	<input type="checkbox"/>
2. Clean or replace air conditioning filter and clean or replace ventilation system filters if necessary.	<input type="checkbox"/>
3. Check basement pipes for condensation or dripping. If necessary, take corrective action by reducing the humidity and/or insulate cold water pipes.	<input type="checkbox"/>
4. Check the basement floor drain to ensure the trap contains water – refill with water if necessary.	<input type="checkbox"/>
5. If you have a plumbing fixture that is not frequently used such as a laundry tub or a spare bathroom sink, tub, or shower, run some water briefly to keep some water in the trap.	<input type="checkbox"/>
6. Deep clean carpet and rugs.	<input type="checkbox"/>
7. Vacuum bathroom fan grilles.	<input type="checkbox"/>
8. Disconnect the duct connected to your clothes dryer and vacuum lint from the duct, the areas surrounding your dryer and dryers vent hood outside.	<input type="checkbox"/>
9. Check security of all guardrails and handrails.	<input type="checkbox"/>
10. Check smooth functioning of all windows and lubricate as required.	<input type="checkbox"/>
11. Sand and touch up paint on windows and doors.	<input type="checkbox"/>
12. Lubricate door hinges, locks, and tighten screws as needed.	<input type="checkbox"/>
13. Check for and replace damaged caulking and weather stripping.	<input type="checkbox"/>
14. Lubricate garage door hardware, and ensure it is working as intended.	<input type="checkbox"/>
15. Lubricate automatic garage door opener motor, chain and other moving parts, ensure that auto reverse mechanism is adjusted.	<input type="checkbox"/>
16. Inspect electrical service lines that enter your home.	<input type="checkbox"/>
17. Check exterior wood siding for damage and replace if needed.	<input type="checkbox"/>
18. Remove any plants that contact and penetrate the siding.	<input type="checkbox"/>
19. From the ground, check the general condition of the roof, noting the condition of the shingles for possible repair or replacement.	<input type="checkbox"/>
20. Examine roof flashings for any signs of cracking or leakage.	<input type="checkbox"/>

- 21. Check the chimney cap and caulking between cap and chimney.
- 22. Repair driveway and walkways as needed.
- 23. Repair any damaged steps.

Annual Maintenance Schedule

- 1. Have furnace or heating system serviced by a qualified service company every two years for a gas furnace, and every year for an oil furnace, or as recommended by the manufacturer.
- 2. Have well water tested for quality.
- 3. If you have a septic tank, measure the sludge and scum to determine if the tank needs to be emptied.
- 4. Check pressure gauges on all fire extinguishers.
- 5. Check fire escape routes.
- 6. Check all faucets for signs of dripping and change washers as needed. Faucets requiring continual washers may need to be fixed.
- 7. Clean the dishwasher drain and waste lines.
- 8. Inspect all interior caulking around bathtub / shower surrounds, sinks and countertops. Clean or replace where needed.
- 9. Examine and repair grout on tile floors. Apply sealer if needed.
- 10. Test all GFCI's to ensure proper operation.
- 11. Clean in sink garburator.
- 12. Check and clean aerators on sink faucets and screens on washing machine lines.
- 13. Check water filters and water softener appliances regularly.
- 14. Clean or replace the range hood filter and ensure proper exhaust ventilation.

Fireplaces

Fireplace maintenance is very important not only for safety, but to keep your fireplace in its best working order to provide heat for your home. If there is a problem with the flue then smoke may not be able to make its way up the chimney and the smoke may enter your home creating dust, fire and possible noxious fumes. It is important to look at the manufacturers guidelines for the best service package and safety recommendations.

Employing a chimney sweep, using cleaning logs and using carbon monoxide detectors in your home is always beneficial. For a woodstove it is important that the ashes are cleaned out frequently (and disposed in a noncombustible container like a metal garbage can) and for a gas fireplace it is imperative to keep it from flammable dust.

Gas & Propane Fireplaces

Gas and propane fireplace maintenance should be done by a trained professional from your gas or utility company. Here is a list of the items they will check and test for proper operation. It is advised you have your gas or propane fireplace inspected and cleaned annually.

1. *Check fan operation*
2. *Clean pilot and burners*
1. *Check gas pilot safety system*
2. *Check thermostat*

Condensation Control

Condensation, which is moisture in the air, often forms in bathrooms, laundry rooms, and kitchens. It also forms on walls and windows in poorly ventilated homes under certain conditions. It can also form in between the panes of double-paned windows. One of the easiest ways to control most condensation problems is through ventilation systems. Your home may have an adequate ventilation system in place that is no longer doing its job efficiently due to a clog. For example, dryer vents can become clogged with lint which can lead to problems exhausting moist air out of the home when drying your clothes, unclogging the vent can solve this problem. Make sure to use the exhaust fans to remove moist air from these areas after showering or cooking.

Every new home is equipped with a principle exhaust fan. There are two types of exhaust fan systems typically used. The first is a Heat Recovery System called an HRV.

This is a whole house ventilation system that is generally automatic and runs on timers.

The second is a bathroom exhaust fan that is connected to a timer or wired directly to be permanently on. If you have either timed system, you should ensure that the system is set to run a minimum of 4 hours, twice per day or more as humidity levels rise in the home

Mold and Mildew

Avoiding Mold Spores

Maintain a low humidity level in the house. Avoid using humidifiers unless absolutely necessary. They can lead to mold growth and spread airborne mold spores. Use air conditioning. Consider one with a HEPA filter to help reduce airborne spores. Make sure your clothes dryer is vented outside. Let shoes air dry before storing. This helps prevent mold growth in closets. Give away old books, recycle newspapers, and donate unused clothing or bedding. Keep firewood outside –the bark can harbor mold.

In the Basement

Use a dehumidifier in the basement if it is damp. Empty and clean the dehumidifier regularly. Raising the temperature can also help lower humidity. Inspect the basement regularly and discard any moldy items. Inspect your foundation and rain gutters to be sure drainage is moving away from the house.

Common Property for Strata & other Multi-Family Homes

Many items previously discussed can also apply to strata titled units and common property. Please read this manual thoroughly.

DEVELOPING A MAINTENANCE PROGRAM

Unfortunately, structural deterioration begins the day that construction ceases. One of Strata's primary goals is to protect the property investment of the owners, to ensure "pride in ownership" and reduce future repair costs as much as possible. This is best served with regular and long-term maintenance.

Regular Maintenance

These include items that are completed once or more annually and are funded through the annual budget. Specific activities can include:

- Dryer vent cleaning (servicing if required)
- Gutter cleaning, both in and outside. (servicing if required)
- Roof inspections and repair to extend the life of the roof (servicing if required)
- Snow removal
- Fire safety systems (servicing if required)
- Elevator (servicing if required)
- Janitorial
- Parkade cleaning
- Irrigation system – seasonal maintenance
- Window washing
- HVAC
- Caulking & Painting touch ups

Long Term Maintenance

These include items that are completed less than annually and are financed through the Contingency Reserve Fund. Specific activities can include:

- Painting (interior or exterior)
- Building Envelope repairs
- Caulking the exterior of building
- Elevator refurbishment
- Re-roofing
- Storm and sanitary sewer line cleaning
- Cleaning building exterior

- Boiler or hot water tank replacement
- Carpet replacement
- Roadways
- Membrane over underground parking areas

Maintenance Responsibilities

- The Strata Corporation has a duty to repair and maintain all common and limited common property.
- The Owner is responsible to repair and maintain his or her Strata Lot (personal suite or unit)

Exceptions to the above

The Strata Property Act Section 72 (2) permits a Strata Corporation to, by Bylaw, make the Owners responsible for:

- Limited common property that the Owner has a right to use
- Exterior windows
- Exterior doors

ELEVATOR MAINTENANCE

Regular safety and servicing may only be performed by qualified, trained & licensed elevator repair personnel. This maintenance should be performed on a regular basis.

AMENITIES

Maintenance payments go towards the upkeep of the basics, including lobby, parking lot and exterior. Other amenities, including recreation rooms, pools, saunas, Jacuzzis, gyms, media rooms, party rooms, rooftop common areas, barbecues and more are also covered by this fee. In general, the more amenities a building has, the higher the fees will be. Property managers, concierges, security guards and cleaning staff must also be paid through the annual budget, and provision must be made for special jobs such as window and garage cleaning. A regular cleaning schedule is required, in addition to monitoring and repairing any area as required.

Although maintenance fees may seem like an unnecessary expenditure and make buying a home independently seem more attractive, many do not consider the realities of paying to keep up a home. Cleaning equipment, landscaping, lawnmowers, and snow blowers are expensive – and there is certainly something to be said for not having to do the job yourself! Plus, when you live in a condo, you can be assured that providing the building is well managed, every detail will be taken care of and the integrity of your investment will be respected and maintained year after year.

POOLS

A routine maintenance schedule must be actively pursued to help achieve and maintain water chemistry. Once your pool is clean & clear, it becomes much easier to maintain. It is always easier to maintain a pool and prevent problems than it is to rectify problems. With far less time and effort, as well as money, you can maintain your pool and keep it inviting all season long. Due to varying bather loads from pool-to-pool and varying climates from region-to-region. You must recognize your personal pool needs and you must budget your time in order to follow a routine maintenance schedule that works best for your pool.

- Test water - but do not add chemicals until the maintenance schedule for that day is complete.
- Use your net(s) - remove all leaves and other large debris from the pool.
- Use your brush - remove dirt, or perhaps algae, stains, or scale from the pool walls and floor.
- Clean all baskets - for the skimmer(s) and the pump.
- Vacuum - remove any settled and remaining dirt, leaves or other debris from the pool.
- Clean the filter - if it is a sand filter or a DE filter, then backwash. If it is a cartridge filter, then rinse the individual pleated filter elements with a garden hose and a pressurized nozzle.
- Add the necessary chemical(s) - from the test(s) taken earlier that day.
- Shock regularly

You will have to create your own maintenance schedule. With your bather load and with your climate, routine maintenance is very individualized.

CHIMNEYS

A proper inspection of your chimney by a qualified chimney professional should include a thorough examination of the external structure to look for signs of deterioration or weakness. Exterior staining due to flue gasses seeping through the chimney structure, broken masonry, spalling, and deterioration of mortar joints are all signs that your chimney

may need repair. A proper evaluation should also include a visual inspection of the flue inside the chimney.

Ideally, that internal inspection should be done with a video inspection device. Such devices allow chimney professionals to detect even small cracks in the chimney liner that may not be seen by the naked eye. All connections from the burning appliance to the chimney should also be thoroughly inspected. If the inspections described above indicate the possibility of a chimney deficiency, then a more thorough inspection of the chimney and the structural members surrounding it may be required. However, regular annual inspections by a qualified chimney professional should go a long way towards heading off serious chimney problems and the need for expensive repairs.

It is important to note, for an inspection to yield the best results, the flues to be inspected will need to be cleaned first. Otherwise, soot, creosote, or other residue might mask physical problems with the flue, or flue liner.

WALKWAYS & DRIVEWAYS

Whether you have a cement driveway or walkway, or a blacktop driveway or walkway, you want your investment to last for a long period of time. Therefore, in order to protect your ways, you're going to need to provide it with some periodic inspection and maintenance.

First off, you may not realize this, but if you have any trees or bushes growing too close to your driveway or walkway, the roots can, and will, grow right up through the cement or asphalt. This will not only crack the materials, but it will also cause it to break off and crumble. In order to avoid this problem, you should either relocate the trees or bushes - if they are not too large to move- or just remove them completely.

You should also "edge" the sides of any driveway or walkway that is connected to your lawn. "Edging" means that you remove the sod within two to three inches of the cement or blacktop. This will allow rain, melted snow, et cetera, to drain off of the surface better. It will also help to keep weeds, grass, et cetera, from growing up underneath your driveway or walkway. Plus, any weed killer, and other chemicals that are put on your lawn won't get on your driveway or walkway.

Next, you will also need to periodically seal and waterproof your driveway or walkway by using a good - quality product. This will help to protect it from freezing temperatures, corrosive chemicals, and other damaging materials. Be sure to read the manufacturer's

directions on the container in order to obtain the best results. If you use a good - quality product, then you should only have to seal your driveway or walkway every two to three years. Otherwise, if you use a low - quality product, you may have to seal and waterproof every year.

The fourth maintenance item you will need to do is to simply keep the cement or blacktop clean. You can achieve this task easily by using an electric or gas - powered leaf blower. It will remove leaves, glass clippings, tree limbs, and other debris that can collect on your driveway and walkway. Then, you should finish the cleaning job by using a low - powered pressure washer to spray wash the area. Especially on your driveway, clean up any gasoline, grease, oil, and other such spills up as soon as possible before the chemicals can damage the cement or blacktop.

If you have a cement driveway or walkway, and it has just been poured, it's important that you don't put salt on them, especially during the first winter. Salt on cement often causes scaling and crumbling which can lead to cracks and worse damage. Using a good ice melter will liquefy snow and ice without harming your cement.

And, if you have your driveway plowed during the winter, make sure the operator lifts his blade up so he doesn't scrape, crack, and otherwise damage it. If you clear your driveway and walkway yourself, make sure that you use the same care in plowing it.

The fifth thing you need to do is to keep the rain and melting snow from running out of your gutters and downspouts on to your driveway. Inspect your water drainage system periodically to make sure the water is flowing freely through it. If water gets underneath your driveway or walkway during the freezing winter months, they can actually "float" and rise up. This can crack and otherwise damage these areas.

Finally, the sixth maintenance item is to keep heavy trucks, equipment, et cetera, off of your driveway. Concrete or blacktop is durable, but your driveway is not meant to accommodate heavy vehicles.

GARAGES

Periodic housekeeping and preventive maintenance programs provide inexpensive ways for parking structures to maintain long-term viability

The best time for an inspection is after the structure has been washed down and freed of salt and sand. Rainy seasons make it obvious where leaks occurred. Although most owners rely on professionals to conduct the inspection, a basic tour can be done by the owner without difficulty. A visual inspection of key elements, making notes where leaks or rust spots are seen, is the basic requirement.

Maintain parking floor surfaces

If the parking surface has a sealant or membrane coating, this will require periodic maintenance and re-coating. Contact a qualified professional

Cracks in Parkade concrete

The reality with concrete is that it cracks. Minor cracks are acceptable and normal but should be maintained by a qualified professional using appropriate water proofing and filling materials.

Repair any damaged ceiling insulation

Insulation that is damaged or removed should be replaced by a qualified professional.

Repair any plumbing leaks

Using qualified professionals, have leaks repaired in a timely fashion to avoid damages or staining of floors/walls.

Maintain any exhaust fans

Have exhaust fans cleaned and serviced on a regular basis by a qualified professional.

Parkade Heating

If your parkade has a heating system, it will require regular cleaning and maintenance by a qualified professional.

Garage Doors

Have overhead garage doors serviced and maintained on a regular basis by an overhead door company. The overhead door and opener will require regular lubrication and adjusting by a qualified professional. Make garage door maintenance a continual project

Grates in front of garage doors

The purpose is to catch water before it enters the parkade. Often other debris can find its way there, such as leaves and stones. Regular cleaning is required to ensure the water flows freely.

PARKADE ROOF MEMBRANE PROTECTION

Larger multi-family buildings may have an underground parkade where the roof of the parkade acts as a courtyard, walkway, patio, or garden area for the occupants of the building. Care must be taken not to damage the parkade roof membrane that lies below these areas.

Any visible signs of water ingress through a parkade roof should be repaired as soon as possible by a qualified professional

FIRE PREVENTION SYSTEMS

Fire, Safety and Emergency systems

Larger multifamily buildings have fire, safety, and emergency systems installed. There are provincial and municipal regulations governing the maintenance and servicing of these systems. It is the unit owner's responsibility to plan and coordinate these requirements with the help of a professional fire & safety company that supplies such services. All work should be performed by trained and licensed professionals only.

Homeowner Maintenance Recording Log

Date	Maintenance Item and Location	Cost