

**Request for Unit Upgrades - Maintenance Work Order**

Member : \_\_\_\_\_ UNIT # \_\_\_\_\_ DATE: \_\_\_\_\_

How do wish to be contacted? \_\_\_\_\_ (phone or email)

This work order is intended for unit painting, flooring requests, bathroom upgrades and kitchen upgrades. Please put your request in the **Office Mailbox**. The Maintenance Committee will review your request and respond to your request within 4 – 6 weeks. The Committee will determine the scope of your request, when upgrades were last completed in your unit, and the ability to complete the request in the current budget year.

**Unit Painting:** You may choose to have any number of rooms in your unit painted by a professional painter. By choosing the standard co-op colour, there will no charge. If you choose your own colours the painter will assess the additional costs and the member must pay those costs before the painting is scheduled. The member is responsible for removing all items off walls, and moving furniture to the center of the room to allow access for painter.

**Request room(s) you would like painted:** \_\_\_\_\_

**Choose: Standard Colour** \_\_\_\_\_ **or Non Standard Colour(s)** \_\_\_\_\_

**Flooring:** You may choose to have your whole unit re-floored , certain rooms or an area. Standard Flooring is either vinyl plank or carpet; stairs are carpet only. The member is responsible for removing all furniture from the room(s) to be re-floored.

**Request room(s) you would like re-floored:** \_\_\_\_\_

**Bathroom Renovations:** Units with original tubs will be given priority.

**Request:** Please circle what needs to be replaced in your bathroom:

1. Bathtub & Tiles 2. Vanity & Sink 3. Medicine Cabinet & Lighting 4. Flooring 5. Painting

Other \_\_\_\_\_

**Kitchen Renovations:** Units with original counter tops and cabinets will be given priority. Cabinets, Cabinet doors, countertops will be assessed to determine what needs to be replaced.

**Request:** Please circle what kitchen components you would like assessed for replacement

1. Counter top, (includes sink and faucets) 2. Cabinet Doors 3. Cabinets v 4. Lighting 5. Flooring 6. Painting

NOTES: \_\_\_\_\_  
\_\_\_\_\_

**Requests beyond the scope of the unit upgrades listed here, must be addressed in a letter to the BOD.**

**MAINTENANCE AND OFFICE USE ONLY**

**Date received by Maintenance Committee:** \_\_\_\_\_ **Unit #** \_\_\_\_\_

**Notes from Unit Maintenance Files:** Dates and items replaced pertaining to this request

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Cost of Requested Upgrades:**

**Itemize requests:** 1. \_\_\_\_\_ \$ \_\_\_\_\_

2. \_\_\_\_\_ \$ \_\_\_\_\_

3. \_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL:** \$ \_\_\_\_\_

**Remaining Replacement Reserve Allocation for Current Year:** \$ \_\_\_\_\_

**Approved:** \_\_\_\_\_ **or In Queue for Next Year** \_\_\_\_\_

**Notice sent to Member: Date:** \_\_\_\_\_ stating status of request, and any other pertinent information regarding the request.

**Notice Sent By:** \_\_\_\_\_ **Maintenance Committee**

**Painting Colour Fan and Interior Painting Agreement delivered to Member:** \_\_\_\_\_ (date)

(IF CHOOSING NON STANDARD COLOURS)

**Flooring Samples and Interior Flooring Agreement delivered to Member:** \_\_\_\_\_ (date)

**Bathroom and Kitchen Product Choice Date** \_\_\_\_\_ **member notified** Yes No

**Scheduled Start Date of Renovations:** \_\_\_\_\_

**COPY to Maintenance coordinator** \_\_\_\_\_ (Date)

**COPY to Unit Maintenance File** \_\_\_\_\_ (Date)