

WORKSHOP

MAINTENANCE 101

You need skilled professionals to get great maintenance results, but there is still a critical role for members in looking after your property and buildings. We'll help you understand what is (and isn't) a member's responsibility; how to address preventative and routine repair needs; and how to use a maintenance calendar.

Your property and buildings are your most important asset. Keeping members happy in their homes is also critical for running a successful housing co-op.

Is your co-op doing what's needed to maintain your assets, making sure that problems are spotted before they become more serious and costly?

Open to all members but particularly your maintenance committee members, this workshop which will:

- Outline the importance of having clear and well thought out maintenance policies for your co-op.
- Cover tried and tested systems for making maintenance easy including the use of a maintenance calendar and work order tracking systems.
- Explore what is the co-op's and what is the member's responsibility including emergency access and The Right to Enter.

Workshop format will include group activities, the opportunity to ask questions and 'top tips'.

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