This Document is in the form approved by the

WORKING GROUP ON LAWYERS AND REAL ESTATE

on **February 14, 2020**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Condominium Corporation No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Chart of Repair and Maintenance Responsibilities[[1]](#footnote-1)**

**C = Corporation**

**O = Owner**

|  |  |  |
| --- | --- | --- |
| **Feature** | **Responsibility for Repair** | **Responsibility for Maintenance**  **(Including End-of-Life Replacement)** |
|  |  |  |
| **EXTERIOR FEATURES** |  |  |
|  |  |  |
| Roof(s) and all related vents, outlets and equipment | C | C |
| Gutters, Downspouts | C | C |
|  |  |  |
| General Grounds and Landscaping (not including exclusive-use areas) | C | C |
| Exclusive-use yard areas, including fences | C | C  O – Duty to Keep Clean and Tidy |
| Exclusive-use Terraces | C | C  O – Duty to Keep Clean and Tidy |
| Exclusive-use Balconies | C | C  O – Duty to Keep Clean and Tidy |
|  |  |  |
| Concrete Foundations, Foundation Walls, Slabs, Columns | C | C |
|  |  |  |
| Porches and Steps (including snow removal) | C | C  O – Snow Removal |
|  |  |  |
| Exterior cladding / siding and all related flashings | C | C |
| Windows and frames (not including interior surfaces) | C | C |
| Exterior doors and frames (not including interior surfaces) | C | C |
| Skylights and related flashing | C | C |
| All hardware (locks, latches, handles, screens, etc.) for windows and exterior doors | O/C  If hardware repair or replacement is required prior to replacement at the end of its life expectancy, it is the responsibility of the owner. | O/C  If hardware repair or replacement is required prior to replacement at the end of its life expectancy, it is the responsibility of the owner. |
| Storm/Screen Doors | O  Modification/Improvement by owner  If the patio doors (and screens) are an improvement they are an owner responsibility. | O  Modification/Improvement by owner  If the patio doors (and screens) are an improvement they are an owner responsibility. |
| Insulation (including in attics) | C  Insulation upgrades by an owner are owners’ responsibility | C  Insulation upgrades by an owner are owners’ responsibility |
|  |  |  |
| Exterior vents for kitchen / bathroom / dryer exhausts | C | C |
| Exterior Water Taps | C | C |
| Door Bells and Mail Boxes | C | C |
| Exterior Lights | C | C |
| Any HVAC or other mechanical or electrical equipment located outside the unit boundaries | C | C |
| Air compressors or heat pumps serving the units (but located outside the unit boundaries) | C | C |
|  |  |  |
| Visitors Parking (including snow and ice removal) | C | C |
| Driveways (including snow and ice removal) |  |  |
| Roadways and Walkways (including snow and ice removal) | C | C |
| Parking Units – including asphalt and/or traffic topping | C | C |
| Exclusive-use Parking Spaces – including asphalt and/or traffic topping | C | C |
|  |  |  |
| Amenities and Recreational Facilities | C | C |
|  |  |  |
| Storage Units | C | O |
| Exclusive-Use Storage Spaces | C | C |
|  |  |  |
| Remainder of Parking Garage including all related fans and equipment | C | C |
|  |  |  |
| **Interior Features** |  |  |
|  |  |  |
| Interior surfaces of windows and frames (painting, caulking and cleaning) | N/A | O |
| Early replacement of window screens (before window end of life) | O | O |
| Early replacement of window hardware, including cranks, locks, handles, hinges, etc. (before window end of life) | O | O |
| Interior surfaces of exterior doors and frames (painting, caulking and cleaning) | N/A | O |
| Early replacement of exterior door hardware, including handles, locks, hinges, etc. (before exterior door end of life) | O | O |
| Interior drywall, paint and caulking | O | O |
| Interior flooring including plywood subfloor | O | O |
|  |  |  |
| Water pipes within unit and serving ***only the one unit*** – including shut-off valves | O | O |
| Water pipes within unit and serving ***more than one unit*** ***and/or the common elements*** | C | C |
| Drainpipes within unit and serving ***only the one unit*** | O | O |
| Drainpipes within the unit and serving ***more than one unit and/or the common elements*** | C | C |
| Electrical wiring within the unit and ***serving only the one unit*** | O | O |
| Electrical wiring within the unit and ***serving more than one unit and/or the common elements*** | C | C |
| Pipes for sprinkler system | C | C |
| Breaker Panel serving the one unit |  |  |
|  |  |  |
| Smoke Alarms [Note:  Corporation also inspects annually, with any required work charged back to owner.] | O | O |
| CO Detectors [Note:  Corporation also inspects annually, with any required work charged back to owner.] | O | O |
| Heat Detectors | C | C |
| Sprinkler heads | C | C |
| Thermostats | O | O |
| Fire system horns or other sounding devices | C | C |
| Door closing devices  [Note:  Corporation also inspects annually, with any required work charged back to owner.] | C | C |
|  |  |  |
| Kitchen exhaust fans and related ducting [NOTE:  This ducting is located in horizontal bulkheads; not within vertical pipe or duct “chases”.] | O | O |
| Bathroom exhaust fans and related ducting  [NOTE:  This ducting is located in horizontal bulkheads; not within vertical pipe or duct “chases”.] | O | O |
| Dryer exhausts and related ducting [NOTE:  This ducting is located in horizontal bulkheads; not within vertical pipe or duct “chases”.] | O | O  NOTE: Dryer ducting must be regularly cleaned (at least annually) |
|  |  |  |
| Fan Coils | O | O |
| Water Heaters | O | O |
| Parts of hydronic heating systems, including radiators and pipes – where located within unit | O | O |
| Baseboard Heaters | O | O |
|  |  |  |
| Maintaining proper heat in the unit | N/A | O |
|  |  |  |
| Fireplace (Wood Burning / Gas / Electric) | O | O |
| Fireplace Flue (Wood Burning / Gas / Electric) |  |  |
| Fireplace Chimney |  |  |
| Other HVAC Equipment (Furnace, HRV, Air exchanger etc.) including ducting and flues | O | O |
|  |  |  |
|  |  |  |
| Generally:  Structural walls, wires, pipes, cables, conduits, ducts, flues, breaker boxes used for power or public utility lines within a unit which serve other units as well as that of a specific unit owner. | C | C |
| Generally:  All fixtures, outlets, exhaust fans, heating and air conditioning equipment and thermostats that are within the boundaries of the unit or extend through or on to the common elements but service that unit only. | O | O |
| Damage caused to common elements by an act or omission of the owner or any occupant or visitor of the unit, unless covered by the corporation’s insurance.  [In the case of insured damage:  Note also the owners’ responsibilities for the deductible on the Corporation’s insurance policy – per By-law #.] | O | O |

**\*NOTE1:  In the event of any inconsistency between this chart and the *Condominium Act* or the condominium corporation’s Declaration, By-laws or Rules, the *Condominium Act* and/or the Declaration, By-laws or Rules prevails over this chart.**

**NOTE2: The definitions of “Repair” and “Maintenance” – set out the *Condominium Act* – are expected to change some time in or after 2020.**

**NOTE3: Owners are entirely responsible for any modifications or upgrades (to any of the above features) carried out by the owner or by a previous owner of the unit.**

1. This chart sets out a list of parts of the condominium Unit and Common Elements and suggests who possibly would be responsible for the Repairs and Maintenance of those. These obligations are set out in every individual Condominium Corporation’s documents. This chart should be compared to your condominium Declaration, By-laws, Rules and policies, copies of which should be provided as part of the Status Certificate. This chart was created by and posted with the consent of Davidson Houle Allen LLP Condominium Law. We thank them for their contribution. [↑](#footnote-ref-1)