



DRH-01C	
Title :	Housing maintenance procedure
Responsible for the application:	Direction of Technical services
Type of document :	<input type="checkbox"/> Rules <input type="checkbox"/> Policy <input checked="" type="checkbox"/> Procedure
Approved by:	Internal Management Committee : November 10 th 2020
To whom :	All employees hired from more than 50 km of their workplace

Note: This document invalidates any previous document on the same subject.

1- PREAMBLE

Employees hired more than 50 km from their place of employment are entitled to the benefit of housing provided by the employer. This procedure, which is part of the housing policy, provides for the maintenance of the housing.

2- GOAL / OBJECTIVES

Clarify the roles and responsibilities of stakeholders in housing maintenance

3- PERSONS CONCERNED

- 3.1 Employees hired more than 50 km away from their work assignment
- 3.2 Manager
- 3.3 Person in charge of the lodging
- 3.4 Direction of Human resources (DHR)
- 3.5 Executive Direction (ED)
- 3.6 Direction of technical services (DTS)
- 3.7 Housekeeping department
- 3.8 Lodging committee

4- ROLES AND RESPONSIBILITIES

- 4.1 Employees hired more than 50 km from their workplace : Employees must read this procedure, refer to it and comply with it.

4.2 Managers: Managers are called upon to collaborate in the search for solutions and in the follow-up of problematic situations concerning the personnel under their authority.

4.3 Person in charge of lodging : The person in charge of the dwellings ensures the coordination of the various works (housekeeping, maintenance, inspection) according to the arrivals and departures of the salaried persons in the dwellings.

4.4 Direction of Human Resources : The direction of human resources ensures the compliance of the practices indicated in this document in relation to the Management Committee's emphasis. The DHR will be responsible for intervening with employees when claims are necessary.

4.5 Executive direction : The Executive Director retains his right of stewardship over the application of the procedure: the ED and Deputy ED are responsible for deciding contentious issues. They are the only persons with the authority to authorize exceptions to this policy.

4.6 Direction of technical services : The Direction of Technical Services is responsible for the inspection, maintenance and planning of housing renovations.

4.7 Housekeeping Department: The housekeeping department is responsible for the cleanliness of the transits. In addition, the housekeeping department is responsible for ensuring that shared and transits accommodations are furnished according to UTHC criteria.

4.8 Housing Committee: The Housing Committee meets to make recommendations in relation to issues related to the application of this procedure.

5- APPLICATION MODALITIES

5.1 Obligations of the employee

The employee is responsible for maintaining his dwelling in impeccable condition, both inside and outside (including personal belongings outside on the property). This responsibility must be shared equitably between the occupants of shared and transit accommodations.

The employee must clean the floors, cabinets, bathroom, appliances, etc. He ensures that the housing unit in general and the furniture and appliances provided by the UTHC are maintained in impeccable condition. The occupants of multi-unit buildings share responsibility for the maintenance of common spaces.

The employee is responsible for the proper operation of the smoke and carbon monoxide detectors in his dwelling: UTHC provides the detectors; the employee provides the battery(ies) necessary for the operation of the devices.

The employee must clear snow from access (entrance doors, steps, balconies). The yard is cleared of snow by UTHC within 3 days following a storm. Access to the mechanical rooms is cleared of snow by UTHC.

For a better efficiency and to prolong the life of the dryers; the filters must be cleaned by the employee every week. It is recommended to clean them every time they are used.

The range hood filter must be cleaned by the employee at least twice a year.

The ventilation return grilles must be cleaned by the employee.

It is mandatory to use a bag or box to put the garbage in the outdoor garbage bin. Bulk garbage is not permitted.

Bulbs must be replaced by the employee when necessary. Neon lights are provided by the technical services.

No personal belongings should be stored in mechanical rooms to avoid risk of fire. A fire extinguisher shall be made available to the occupants and the employer shall ensure its compliance.

5.2 Absences - vacations

Before leaving for his vacation, the employee closes all windows and ensures that the thermostats are set between 15 and 20 degrees Celsius. During the winter period, from November to March inclusively, the employee must notify the technical services via octopus when he is absent from his dwelling for more than two weeks and no regular presence is foreseen (e.g.: watering of plants, etc.).

Upon his return from vacation, the employee presses the test buttons of the smoke and carbon monoxide detectors.

5.3 Water Use

Northern buildings are equipped with water and wastewater tanks. These are filled and emptied regularly by the municipality. To avoid water cuts, usage should be spread out. For example, avoid doing laundry three times on the same day, but rather spread out over the week.

5.4 Departure of the employee

At the time of his departure, the employee must leave the accommodation in impeccable condition (inside and outside); failing which he will be billed for the costs incurred to restore the accommodation to this condition.

5.5 Breakdown or urgent repair

In order to avoid major damage, an employee who notices a breakdown or an urgent repair that is necessary in his dwelling or in any other building owned by UTHC, must contact the technical services or, in case of emergency, the on-call person at the technical services as soon as possible.

Technical Services reserves the right, when in doubt that an immediate intervention is required, to enter without notice to perform an urgent inspection or repair.

5.6 Renovation or repair, modification and replacement of furniture

5.6.1 Request for Renovation or Repair

Any request for renovation or repair must be sent to the technical services department according to the procedure established by them (Octopus). The department is responsible for the follow-up of renovation or repair requests and the prioritization of work according to emergency. Once the employee has made a request, it is assumed that the technical services will be able to enter the home without prior notice.

5.6.2 Modification by the employee

An employee who wishes to make a minor modification to the dwelling (installation of poles for curtains, shelves, paint, outdoor satellite for internet or cable, etc.) must make the request and obtain prior approval from a technical services manager before proceeding. At the end of the

work, a technical services manager will be able to go and ensure the conformity of the modifications in the dwelling.

5.6.3 Replacement of furniture and appliances

An employee who wishes to have furniture or appliances provided by the employer replaced in the dwelling he occupies must address a request to the technical services. This department will inspect the equipment and judge whether a repair or replacement of the furniture or appliance can be carried out.

5.6.4 Personal effects and employer-provided goods

The employee may not move furniture belonging to the UTHC to a location other than the one in which it is located. The furniture must remain in the dwelling. If the employee wishes to dispose of furniture located in the dwelling, a request must be made to the technical services (via Octopus). Unless prior approval has been obtained from the technical services, it is forbidden to store UTHC furniture in the sheds. Blinds in the dwellings must remain in place. The employee must make a request to the technical services to have them removed if desired and for any other modification.

6- RESPONSIBILITY FOR APPLICATION

Direction of technical services are responsible for the application of this procedure.

7- COMING INTO FORCE

This agreement comes into force following approval by the Internal Management Committee on November 10th 2020

8- APPENDICES

Appendix 1 - List of equipment provided in the different types of accommodation

INDIVIDUAL HOUSING

Kitchen :

- Stove and refrigerator
- Freezer
- Kitchen table
- Chairs (5-6)
- Blinds or curtains

Living room :

- 3 places sofa
- Arm chair
- TV stand
- Lounge table
- 1 à 2 coffee tables
- Standing lamps

Master bedroom :

- Double size bed frame
- Double size mattress
- 2 chests of drawers from 4 to 6 drawers
- 1 or 2 nightstand
- 1 or 2 bedside lamps
- Blinds or curtains

Small bedroom :

- Cradle (for family with baby)
- Single or double-size bed frame
- Single or double-size mattress
- 2 chests of drawers from 4 to 6 drawers
- Bedside lamps
- Nightstand
- Blinds or curtains

Bathroom :

- Washer or dryer
- Blinds or curtains

SHARED

- Stove and refrigerator
- Freezer
- Washer and dryer
- Sofa
- Kitchen table + chaises
- Bed frame + matress
- Chest
- TV stand
- Lounge table
- Dishes & utensils
- Pots & pans
- Coffee machine
- Toaster
- Kettle
- Micro-wave

TRANSITS

- Stove and refrigerator
- Freezer
- Washer & dryer
- Sofa
- Kitchen table + chaises
- Bed frame + matress
- Chest
- TV stand
- Lounge table
- Dishes & utensils
- Pots & pans
- Coffee machine
- Curtaine shower
- Bedding
- Dishwashing cloths
- Towels and washcloths
- Phone line + phone
- Kettle
- Microwave

The following change is approved for transits and will be implemented shortly (we will advise you all before the official change) : Request will be made to install Internet in transits but other accessories will no longer be provided (no more cable, toilet paper, paper towels, tissues, soaps, laundry detergents, etc.).