

Manitoulin-Sudbury District Services Board POLICY & PROCEDURES MANUAL	
Section: I. Social Housing	Effective Date: December 1, 2010
Topic: I.7. Infrastructure & Asset Management	Replaces: New
Subject: 7.7. Move Out/Cyclical Painting	
Policy No. I.7.7.	Page 1 of 1

POLICY

Tenant units will be painted on move out. Consideration will also be given to repainting the unit after the tenant has occupied the unit for more than 5 years.

PROCEDURE

Move Outs

- A unit move out inspection is conducted and rooms requiring painting and repair will be addressed.
- Colours and paint type will be as per the DSB specification.

Cyclical Painting

- Tenant puts in request to the DSB.
- The tenant's unit is inspected by the Custodian and Maintenance Co-ordinator
- Decision by the Maintenance Co-ordinator to proceed or not

Cyclical painting is approved:

- Tenant is notified that their unit will be painted
- Tenant is responsible for moving all furniture, paintings etc away from the areas (walls) to be painted so not to impede the painter
- Tenant is responsible for cleaning the walls
- The unit is painted in the colours and paint type as per the DSB specification.
- Once painting is completed, the tenant is responsible for moving their furniture back, hanging pictures, curtains etc.

Cyclical painting is not approved:

- Tenant is notified by the custodian that their unit will not be painted.
- Tenant will be able to resubmit their request one year after the refusal.