

*Clintwood Non-Profit Housing Co-operative
1978 Victoria Park Avenue, Unit 12
Scarborough, Ontario
M1R 1T9*

EMERGENCY WORK ORDER COMPLETION PROCEDURES

In an effort to assure our maintenance staff and co-op members abide by the provincial and municipal regulations to social distance, below you will find how this will be obtained.

- ✦ Whatever floor work is being completed on; all household members must be on a different floor until the work is finished.

- ✦ Worker will announce when work is completed.

All non-emergency work that is needed to be done will be added to the queue of existing work orders and will be addressed in the same manner as the emergency work order protocol mentioned above.

Exterior work orders can be completed, but everyone must keep the social distance from our workers.

Should you require some material, because you don't want to wait, please contact the office and we will provide the materials if we have them. Obviously, this would depend upon the nature of the work.



Lauren Hele
Manager