

2020 Risk Management Program

CHECKLIST

Housing co-op name _____

Street address _____

Unit number _____

CHF Canada does not collect any personally identifiable information about individual co-op members. The questions on this checklist focus only on risks in the units related to insurance claims.

Check the following areas and answer the questions.

If the answer is "Yes," no further action is necessary.

If the answer is "No," a work order or a plan to address the risk identified may be required.

Outside

WALKWAYS / FOOTPATH / RAIN GUTTERS / DECK & BALCONY *(Risk of injury)*

YES

NO

1. Does the unit have a walkway? *(If no, skip to question 3.)*

2. Is your walkway free of any uneven or damaged areas?

(A member or visitor could trip and fall if the walkway is uneven.)

3. Are there rain gutters? *(If no, skip to question 5.)*

4. Are all downspouts directing water away from walkways?

(Water draining onto a walkway will freeze in cold weather. Icy walkways can cause slip and fall injuries.)

5. Does the unit have a balcony or deck? *(If no, skip to question 8.)*

6. Is the balcony or deck in good condition?

(The balcony is not in good condition if it is deteriorated, rotted or bouncy, or if there are nails or sharp edges sticking out. A balcony in poor condition should be fixed or replaced.)

7. Do any of the railings easily move when shaken? *(Personal safety)*

2020 Risk Management Checklist continued

Inside

RAILINGS / ELECTRICAL / APPLIANCES / DETECTORS

YES

NO

PERSONAL SAFETY

8. Does the unit have stairways with 3 or more stairs? *(If no, skip to question 10.)*

9. Do the stairways have a handrail?

(Handrails are required on both sides of the stairs if the stairs are more than 110 cm (3.5 ft) wide. Missing handrails should be installed.)

ELECTRICAL *(Risk of fires or injuries)*

10. Do all of the outlets and light switches have cover plates?

(Missing cover plates could cause a fire or result in an electrical shock.)

11. Are any extension cords in use?

12. Plug-in type electric heating devices present? *(Not built-in)*

APPLIANCES *(Risk of fire or serious water damage)*

13. Is there a washer and dryer in the unit? *(If no, skip to question 16.)*

14. Is the washing machine's water hose in good condition?

(Worn, broken and leaking hoses can cause serious water damage. Replace rubber hoses with new, braided metal hoses.)

15. Is the dryer vented with a metal vent?

(All dryers require an appropriate vent, which cannot be plastic and must be metal. Hot, humid air that is not vented outside could cause mould, and an overheated dryer could cause a fire. It is also important to empty the lint catcher every time the dryer is used. Built-up lint causes fires.)

16. Are there working smoke and carbon monoxide detectors? *(Life safety)*

(Press the test button for five seconds. Do they work? Smoke detectors have a life expectancy of ten years. Check the sticker on the side of the smoke detector to find its age. If they have expired or if there is no sticker, replace the smoke detector.)

COMMENTS

If you have any questions or concerns, please email Owen Carnahan at ocarnahan@chfcanada.coop.

The information in this checklist describes the conditions observed in the unit when the form was completed, and is intended to support the CHF Canada Risk Management Program. No responsibility is assumed by CHF Canada, The Co-operators or the individual or firm who completed this checklist, for any loss or damage which may be suffered, by any party, as a result of having relied on the information contained in this form.