

Housing Incentives Policy: Repair Work Description Template

Indicate what work is to be completed as part of the repairs including any accessibility upgrades or renovations to create new bedrooms, units, or secondary suites. For example, for creation of new bedrooms, indicate restructuring of interior walls and related work. For creation of secondary suite creation, indicate work to be done under each element (e.g., Services > Sanitation > Install new toilet, shower, sink). ***This template will inform the work to be included in the Acquisition & Repair Agreement.***

	Element	Proposed Work
Sub-structure	Foundation	
	Other sub-structure	
Shell/ Exterior	Building envelope	
	Roofs	
	Stairs/ramps	
	Exterior walls	
	Exterior windows	
	Exterior doors	
	Exterior louvers and vents	
	Decks/balconies	
	Other shell/exterior	
	Interiors	Interior walls
Ceilings		
Floors		
Interior windows		
Interior doors		
Trim		
Wall finishes		
Ceiling finishes		
Flooring/coverings		
Stair finishes		
Millwork/cabinetry		
Other interior		
Services		Plumbing
	HVAC	
	Electrical	
	Fire protection	
	Security systems	
	CO detectors	
	Elevators/lifts	
	Sanitation (shower, toilet, etc.)	
	Food preparation/ storage	
	Other services	
Site	Water utility	
	Wastewater utility	
	Storm drainage	
	Electrical utility	
	Energy utility	
	Other site	
Health & Safety	Mold	
	Asbestos	
	Drugs	
	Infestation/leavings	
	Other health & safety	