

House Maintenance Coordinator Handbook

Welcome to the House Maintenance Coordinator (HMC) Handbook. This is to serve as a reference guide so that you can understand what is expected of you as HMC. It is also to aid in transitions between outgoing HMCs and newly elected ones.

Being an HMC has two basic parts. First there is the overseeing of your house's maintenance needs, and this doesn't necessarily mean that you need to perform all repairs yourself, rather, it means that you need to keep track of things that may need attention. Working with the MCC Maintenance Coordinator (MC) will make things easier. They can assist you in learning how to manage things at your house, which leads us to the secondary aspect of your job, the interaction with the central organization that is Madison Community Cooperative (MCC). Your house is part of a larger community organization and communication between the two is extremely important.

These are the roles and responsibilities as directed by MCC maintenance policies

House Maintenance Coordinator (HMC)

1. Makes sure minor maintenance work gets done
2. Deals with fire, building, and insurance inspection reports, and correcting any violations or problems
3. Does "Monthly Inspections" & turns checklists in to MCC
4. Maintains a house maintenance file. This should include the HMC Handbook & other house info to pass on to next HMC
5. Makes sure "Room Check-in / Check-out Lists" get done.
6. Informs MC of major maintenance needs
7. Identifies emergency maintenance needs and consults with the MC or MO
8. With the MC and MO does annual house inspection
9. Puts house maintenance budget request together
10. Get bids for major projects
11. Attends maintenance committee meetings
12. Solicits input from & provides info to house regarding maintenance needs
13. Coordinates house work days
14. Keeps track of the number of hours of maintenance their house members do and reports it to the MC and the house treasurer

House Members

1. Tell HMC about maintenance problems, needs, emergencies, ideas on budget priorities
2. Report fire or other inspections to HMC
3. Learn fire safety and other emergency procedures
4. Attend workdays
5. Perform 90 minutes of maintenance per month

Maintenance Officer (MO)

1. Chairs and is responsible for the Maintenance Committee.
2. Oversees the Maintenance Coordinator, and MCC's maintenance books and records
3. Sees that house maintenance needs are assessed yearly and that a MCC maintenance program is in place.
4. Submits written reports to all scheduled GMMs.
5. With the MC and HMC, deals with emergencies unless it's controversial -- reports to Board and Maintenance Committee.
6. Assists MC with house inspections, prioritizing & first draft of maintenance budget. Assists MC where appropriate, particularly with training of HMCs and dealing with emergencies
7. Initiates Maintenance Committee quarterly review of goals and objectives
8. Brings up policy issues to the Maintenance Committee
9. Attends Coordinating Committee meetings and Board meetings

Maintenance Committee (MaintCo)

1. Sets standards for the repair and improvement of MCC owned buildings
2. Assesses maintenance needs of the houses
3. Drafts long and short term maintenance budgets
4. Evaluates of the progress of each maintenance project
5. Sharing of info/brainstorming ideas on projects/sharing of skills
6. Discusses policy issues
7. Reviews goals and objectives proposed by MC and reviews progress quarterly
8. Reviews maintenance budget proposal done by MC and MO
9. Allocate Matching Grant funds

10. Makes decision on emergency spending when the MC/HMC/MO cannot

*Note: The Maintenance Committee meets a minimum of once a month and more as needed. Quorum is a majority of the houses plus either the MC or MO.

Maintenance Coordinator (MC)

1. Orients, trains and prods MO as needed
2. With MO does house inspections and first draft of MCC maintenance budget
3. Oversees projects and their schedule
4. With the HMC and MO, decides on emergency spending unless it's controversial
5. Ensures that code violations are corrected
6. Trains & meets with individual HMCs on a regular basis
7. Holds HMCs accountable for doing Monthly House Inspection checklists
8. Compiles HMC Handbooks
9. Brings up policy issues to MaintCo
10. Checks that HMCs get maintenance information to house members
11. Hires and supervises WG members (can delegate supervision)
12. Gets payroll info and W-4s to the finance coordinator
13. Coordinates maintenance loan or grant applications as needed
14. Attends MaintCo meetings
15. Maintains the following records: budget and project schedule; code violations; House Maintenance Histories; Appliance Replacement Schedule; contractor lists; loan files and documents; energy usage data
16. Organizes maintenance seminars twice a year
17. Is responsible for hiring someone to fill the AMC position from within MCC worker group if possible, and is responsible for providing oversight for this position.
18. Attends BOD meetings and presents a written report along with the agenda for this meeting.

Assistant Maintenance Coordinator (AMC)

1. Assist the MC in obtaining bids for major projects
2. Along with the MC and the MO, is responsible for dealing with fire, building, and insurance inspection
3. With MC and MO, does house inspections, prioritizing and first draft budget
4. Makes sure that in-house (minor/preventative) maintenance gets done, including training HMCs to do preventative maintenance
5. Meets regularly with individual HMCs
6. Checks that HMCs get maintenance information to house members
7. Reviews Monthly Inspection checklists by HMCs
8. Updates monthly House Maintenance Histories
9. Oversees the tool library
10. Steps in as interim MC in situations when the MC is unavailable
11. Performs worker group tasks as directed by the MC

MCC Board of Directors (MCC BOD)

1. Approves major policy changes
2. Decides on spending replacement reserve money
3. Approves of maintenance loan/grant applications (other than Matching Grant)
4. Receives maintenance reports including: who attended maintenance meeting; emergency spending; projects in progress or completed; projects cancelled; other budget changes.

HOUSE TOOLS

In order to do minor repairs houses should keep a collection of tools on hand. It should be the responsibility of the HMC to oversee the tool catalog. It is suggested that the use of these tools should be kept in a locked area and closely watched so that they don't go missing.

Hand Tools

Toolbox	25 ft. snake (for drains)	9-inch torpedo level
16 oz. Hammer	Pry bar	4-in-1 screwdriver
8" pliers	Vise-grips	Flashlight
Circuit tester	Needle-nose pliers	Pencils
Hacksaw	Wire stripper/cutter	Duct tape
10" Channel locks	Tape measure (16 foot)	Electrical tape
Utility knife	Electrical tester	Pipe wrench
10" crescent wrench	Cordless drill	Combination wrench set
1-1/4" stiff putty knife	Drill bit set	Caulking gun
	Handsaw	Plunger

Heavy Duty Extension Cord
Shop-vac
Safety items
Dustmask
Safety glasses
Ear plugs
Latex gloves
Work Gloves

Appropriate Yard Tools
Gloves
Rake
Hoe
Shovel
Spade
Hand pruner
Pruning saw

Sprinkler
Garden hose
Lawn mower
Wheelbarrow
Hedge shears

Monthly inspections by HMC

Each month, no later than 7 days after the previous month's checklist is received at the MCC office, every house's HMC will be mailed 2 copies of a checklist of preventative maintenance tasks to be completed. Each checklist will be specifically tailored to meet the maintenance needs of each house at that time of year. The MC or the AMC will collect the completed checklist each month. There will be a space on each checklist for HMCs to register house input regarding maintenance concerns, and can be considered a guaranteed channel of communication from the house to the MCC maintenance administration.

One copy of the checklist will be mailed to the MCC office by the first of each month, and one copy will be filed in the HMC Handbook. In the event that MCC does not receive a copy of the monthly checklist-a ten-day notice will be sent to the house. If, after ten days, the checklist hasn't been received, the AMC or another of worker group will come in and do the monthly report, for which the house will be billed.

Monthly Inspections By AMC

Each month, using the Madison City Building Code as a guide, the MC will direct the AMC to inspect the major public areas of all of the houses against the HMC checklist that was turned in on the first of that month. Private bedrooms will be inspected no more than twice per year, at budget time as well as at the beginning of every fiscal year-unless the member contracted for that room specifically requests an inspection. If every item on the checklist is completed, the house will pass inspection for that month.

During each inspection, the AMC will look for problems not necessarily on the monthly checklist, such as holes in walls, leaky faucets and the like, which will then be added to next month's checklist along with a deadline for the correction of the problem. This deadline will be no shorter than 30 days. If the problem is due to MCC negligence, then the house will not be held responsible. The AMC will also take into account factors such as house size that influence the ability of the house to perform Preventative Maintenance when assigning duties/repairs to the house.

If the HMC lacks the technical expertise necessary to complete the checklist, the MC or the AMC will provide the needed training at no expense to the house. If a house lacks the specific tools needed to complete a task, MCC will attempt to provide them from its tool library. At no time will houses be expected to complete a task for which they are not reasonably prepared to undertake in terms of tools, or ability. The results of each inspection may be contested through the maintenance committee.

Room Check-in/Check-out Form

As stipulated in the MCC Maintenance Policies, houses are responsible for minor maintenance. Per the Maintenance Liability Policy, houses are responsible for major maintenance costs which are normally covered by MCC, when the costs are due to abuse or negligence by house members. Therefore, houses are responsible for having an effective room check-in/check-out system.

HMCs will provide all new members with a room check-in form prior to the member moving in. The member will record the general condition of the room and specific problems on the check-in form. Individual members are responsible for completing their check-in lists within one week of their move-in date. Please note that per Madison Law, "Tenants must be allowed at least seven days after moving in to complete check-in forms (MGO 32.07(b))."

The HMC is responsible for maintaining a file containing the house's copy of the room check-in/check-out lists. HMC will provide the MC with a copy of each room check-in list after completion. House members are responsible for keeping a copy of their check-in list.

HMCs will provide all exiting members with a room check-out form before the member moves out. When a member moves out of a room, they will complete the check-out list by listing any damages that may have occurred. The HMC will also assess any damages made to the room by the member based on the room check-in form. Per Madison law, "the forms must be comparable to the check-in forms and must include space for the tenant's new address (Madison General Ordinance 32.07(6))."

These preprinted forms are available at the MCC office and the MC will provide check-in lists to HMC upon request. The MC will provide assistance to the HMCs with room check-in/check-out procedures as needed. At the request of the HMC, the MC will make damage repair cost estimates.

House Maintenance Coordinator Handbooks

The MC, the AMC, or the MO will annually distribute HMC Handbooks. These will serve as training manuals and reference guides.

In the event that the HMC handbook is lost, MCC will distribute a second at no charge. If this or further booklets are lost, MCC will provide replacements, however houses may be charged for excessive replacements.

Power Tool Library

The AMC will maintain a tool library, from which houses can borrow power tools, and other items, with which they can complete in-house projects. MCC will work towards developing this tool library each year through the "Tools" line item in the MCC maintenance budget. In order to borrow a tool from the library, a house member should contact the MC or AMC to check on availability of it. Tools should not be on loan for more than a week.

Maintenance Seminars

The MC will present maintenance Seminars at least twice per year. Usually the subjects for these seminars are decided on at a MaintCo meeting. These seminars may cover some of the skills that MCC can reasonably expect members to know in order to perform routine in-house maintenance, including plumbing, minor electrical repair, wall repair, landscaping, painting, weatherizing, and many others.

House v/s MCC Control

In most cases houses have precedence in deciding on maintenance issues unless safety or structural soundness is involved. If there is a conflict in this process the MaintCo can arbitrate the conflict with the BOD and/or the General Membership having final say in all decisions if necessary.

Emergencies

When dealing with maintenance emergencies (things that are not budgeted for and need immediate attention) the following chain of events usually occur.

House problems are identified in one of the following ways:

1. House member notices and tells HMC
2. HMC notices
3. Outside inspector notices (fire, building code, or insurance)
4. MC notices and tells HMC

** In all cases the information should be given to the HMC

HMC does initial analysis:

1. Does the problem need immediate attention (anything from this minute to this budget year)
2. Can the problem be easily fixed by the house? If yes, HMC makes sure it gets done, either themselves or by another house member.
3. If no, gather more information
4. Is it minor or major maintenance?
5. What are the root causes?

Solving identified problems:

If major maintenance, HMC consults with MC and/or MO; HMC and MC/MO outline the steps to deal with the problem including:

1. Who will do each step (house worker, worker group, contractors, etc.)
2. Assessment of costs
3. Assessment of work time needed
4. Assessment of skills needed

Deciding on how much money to spend:

The HMC, MC and MO jointly make the decision of how to spend money in these emergency situations. If there is a lack of funds, or other major controversy, then they should bring it to the MaintCo and if needed, the BOD. The MO should include the disbursement in her reports to the MaintCo and BOD.

House and Member Maintenance Incentives

Ninety Minutes Of Maintenance Per Member Per month

As agreed upon in the membership contract signed by each new person, each MCC member is responsible for performing 1.5 hours of maintenance work per month.

Maintenance work will be defined as:

- 1.) Any repairs, capital improvements or other projects done to an MCC house that aren't covered by the regular work-job system subject to HMC and/or house approval
- 2.) Work designated in the yearly maintenance budget as an "A, B, or C" priority
- 3.) Items that appear on the MCC maintenance coordinator's considerations reports derived from the "House Maintenance Coordinator Monthly Checklist" and the MCC "Quarterly Preventative Maintenance" checklist

Maintenance hours not completed will be charged at a rate of \$12.50 per hour. These charges will be applied to the

member's monthly billing on a quarterly basis (Jan 1st, Apr 1st, July 1st, Oct 1st) or taken from the member's security deposit if necessary. In cases where member has both debt and maintenance hours, debt will take priority over maintenance hours. The money from these charges will be kept in a house fund to be used to pay for minor maintenance that may be done by the house or by MCC

The HMC will be responsible for keeping a detailed log that contains the following information:

- 1.) Member name
- 2.) Description of work performed
- 3.) Dates of work
- 4.) Amount of time spent completing work

The HMC will be responsible for submitting two reports detailing who has done their hours and who has not. One copy will be given to the MCC maintenance coordinator along with the HMC quarterly checklists that are due on the dates mentioned above. The MCC maintenance coordinator will place a copy of this report in the house's file and submit a copy to the maintenance officer. One copy of this report will be given to the house treasurer on the dates mentioned above. The house treasurer will use this information to bill members for non-compliance and submit a copy with the house treasury report.

If a house does not include these reports in the required treasury report or the HMC's checklist then these reports will not be considered complete and will face the same penalties as incurred for late completion as stipulated in the MCC policies related to these reports

Houses will have the ability to waive this requirement via normal house decision-making processes if an individual member experiences exceptional burden (e.g. a member with children or a member who is physically incapable of performing these tasks).

The maintenance officer will be responsible for making sure that each house is carrying out the policy by submitting a report to the maintenance committee

Matching Grants

The annual MCC maintenance budget shall include a Matching Grant fund which will be determined annually as a component of the budget. MaintCo will determine the amount of money allocated to this fund during the annual budgeting process. This money is used as a source of matching funds for minor capital improvements that houses may wish to undertake. Minor capital improvements may include tiling a bathroom, refinishing woodwork, buying new furniture, etc. It is not to be used to fund repairs or routine maintenance, nor is it to be used to fund major capital improvement projects such as a new kitchen, since these are things which MCC includes in the regular budget.

If a grant is given to a house, the house can either match it dollar for dollar from its savings or provide the labor to complete the project, and the MCC grant would be used to provide the materials. MCC will not match houses' expenditures at a rate greater than one dollar for one dollar. If there is a deficit in any budget year then any unused Matching Grant funds will be used to offset this deficit.

Matching Grant Application Process: The house will submit a proposal to the Maintenance Committee, which will describe in detail the project, the material costs, beginning and ending date for the project and the exact dollar amount requested. The Maintenance Committee will then decide whether or not to allocate the requested funds.

Matching Grant Allocation Criteria:

1. Money in the Matching Grant fund will be allocated on a first come, first serve basis. No more than 25% of the total fund will be allocated to any single house in a given budget year.
2. Receiving a grant obligates the house to complete the project for which funding was requested.
3. MCC Matching Grant funding will be transferred to the house upon completion of the project.
4. In order to be eligible for this grant the house must have an active HMC.
5. Unless Worker Group is hired to complete the project, the house is responsible for making sure the project gets done.
6. All grant proposals must be received no later than the last Maintenance Committee meeting in the MCC fiscal year in question.
7. All projects must be completed one week prior to the last day of the budget year that the matching grant was applied for.
8. All funds must be reimbursed by the last day of the budget year that the matching grant was applied for; otherwise those funds will be returned to the general maintenance budget to offset any overruns.

MCC Maintenance Incentive Plan

House members can be compensated for major maintenance work that they perform within their own houses on the following basis:

1. The proposed compensation and project must be budgeted as a line item on the MCC fiscal year budget.
2. The proposed compensation and project must be pre-approved by the MC and the majority of current WG members.
3. Compensation will be allocated upon the successful completion of the project as determined by the MC.
4. Compensation will be based on the cost of labor budgeted by MCC for the project. All materials will be provided by

MCC and the individual shall receive 80% of the labor costs for the project.

5. Only one house member may receive compensation for any project.

6. Compensation will be allocated on a per-project basis only.

7. Compensation based on the expected number of hours shall be equal to or greater than the MCC living wage. However, if the project takes longer than anticipated to complete, the living wage cannot be guaranteed.

Houses may perform major maintenance projects as a group on the following basis:

1. The proposed project must be budgeted as a line item on the MCC fiscal year budget.

2. The proposed compensation and project must be pre-approved by the MC.

3. All materials will be provided by MCC.

4. Each house can create a new line item project on their house maintenance budget for the same fiscal year that shall not exceed the cost of labor saved by completing this project. The MC must approve this new line item.

5. A new line item will be created upon successful completion of the project as determined by the MC.

In the event of unforeseen complications and major additional work beyond the control of the contracted house member, he/she shall be compensated for work that was completed and the project shall be reevaluated.

THINGS YOU SHOULD BE DOING AS HOUSE MAINTENANCE COORDINATOR

1. You should do the monthly HMC checklists. You need to oversee the general condition of house and develop opinion of what needs to be done and share insights with MO and MC. These checklists help with this. They show regular tasks that need to be done to keep your house and its equipment running efficiently and for a longer time. Some of these tasks can be delegated out, or included in other work jobs. Some of these routine tasks include filling the water softener with salt, cleaning stove hood filters, etc. You should look for things that need maintenance or repairs (drips, leaks, cracked windows, mold and mildew, etc) and ask your housemates to report problems to you. Also watch for big, major problems and notify the MC or AMC promptly.

2. You need to communicate with your housemates. Things such as projects that are coming up, policies and procedures that MaintCo are discussing, fire codes and fire safety. You should try to make a report about these things at each and every house meeting. A maintenance bulletin board and/or your house journal, if your house has one, can be helpful to collect info and to keep your housemates aware of important issues.

3. You should maintain a house tool library. There should be a specific place in your house where you can securely keep the house's tool. It is best to have house mates come to you to borrow tools instead of having free access to them. Otherwise tools will disappear and this gets to be a mess and discourages folks from working on the house. If there are no tools then people can't work.

4. You need to be aware of fire safety procedures. You need to keep all house members aware of potential fire dangers and safety procedures. Our houses are inspected by city fire inspectors and they require fire doors kept closed, smoke detectors working, and clutter out of halls and stairs. A lot of these items are included on the monthly checklist.

5. You are the contact person for major projects in your house. Often we plan major repairs and improvements, and we need you to pass on important information to your house members. Often, you will be working with the MC, AMC, members of WG, or contractors hired by MCC. Before any major project is started you should talk to the MC or the MO to make sure of all the details of the project and any special requirements.

6. In cases of emergency you will have to use your best judgement. You can call the MC, AMC, or the MO if necessary, however if it really can't wait, (burst pipes, boiler problems, leaking roof, or anything endangering life and property) do what is ever necessary to remedy the situation. All houses should have a list of emergency procedures and contacts posted by all house phones.

7. You should participate MaintCo meetings. Most decisions in MCC begin at the committee level. It is important that you act as the representative for your house at these committee meetings and give input. An agenda for meetings should be distributed at least a week before the meeting. This agenda should include most of the info you will need for you to talk with your house at a house meeting and gather opinions and suggestions for the committee to talk about.

8. You should schedule work parties. A well planned work party can get an amazing amount of work done. You should already have a list of maintenance needs on your maintenance bulletin board, and now you just have to coordinate all

that labor you have. It's good to talk to other HMCs to find out what they have done to make these parties successful. If you need information on how to do things your house should have books on home maintenance. If you need further information then go to the public library, they have an extensive collection of repair manuals. Ather option may be asking the MO, MC, and/or AMC to borrow from the MCC maintenance library.

9. You should keep good records and a file of important info. Receipts, member room check-in/out forms, member maintenance work hours lists, contractor bids, warranties, appliance manuals and their warranties, minor and major maintenance projects that are upcoming, and even a log of what was done are all good things for future reference. If someone else keeps care of the finances for your maintenance budget, you should work with her or him to make sure you don't over spend your budget.

10. You should take part in the annual maintenance budget inspection of your house. The MC will schedule a time time do this inspection which usually takes 3 to 4 hours, and is the basis for planning the following year's budgets, both major and minor. These inspections usually occur between late October and January. After the inspection has been done, you should make a list of the projects you and your housemates would like to include in the budget. Post a sheet for project suggestions, and compare them with the list the MC and MO will put together. Then we will put all the co-ops' lists together, and try to prioritize and put a budget together at MaintCo.

11. You should participate in MCC sponsored workshops. By policy the MC will present at least two maintenance workshops during the year. These usually are to educate members on topics pertinent to house maintenance. When setting the agenda about what workshops and training is desired by the members, it is important that you give your input and ideas.

12. You should keep track of your house maintnenance spending. Your house should have a separate checking account for maintenance spending. Some houses include supply buying in this account as well. Keep in touch with your house treasurer concerning spending and account balances. Make a report at your house meeting concerning this so that your house members can stay informed.

HOW TO HAVE A WORK DAY

1. Plan the Jobs.

Gather input from house members about what they think needs to be repaired or fixed or ask the MC. Gather educational resources about the projects you choose. Figure out what tools you may need. Find out when city trash day occur if a big cleaning out is happening. Find out what to do with leaves and yard waste.

2. Announce Early.

At a house meeting at least 1 week before the work day announce and get responses to date, time and potential projects. Allow people to add to the list of projects but have a clear priority of most important projects in mind. Work with the house to figure out what to do and what a good date and time would be.

3. Post Notice.

Many people will not be at the house meeting. Post notice of work day in several places, i.e., front, back doors, bathroom doors. Include on the notice; Date, Time, Work Day Title, listing of tasks in order of priority, what tools and supplies are needed, and who will perform task. Leave several blanks and have several more tasks to be done than people sign up for.

4. Expect Help.

Part of the responsibility of any coop house member is to participate in house upkeep. Written into the membership contract that everyone signs who lives in an MCC house is the following: "WORKJOBS. The Member agrees to perform all appropriate workjobs in accordance with MCC/House policy and agrees to participate in any special work parties and house meetings. MCC/House may assess penalties or require compensatory payments for failure to perform a workjob." Members are also required to complete at least 90 minutes of maintenance per month according to MCC policy. Approach individuals who haven't volunteered for a task with a suggestion of a job they might take on.

It is a good idea to find the maintenance minded individuals in your house and pair them with a non-skilled people and then give them tasks together. It increases the amount of maintenance that gets done as well as changes the non-skilled person into a skilled one that knows how things operate in their own home. This in turn enables them to teach others about what they know, thereby increasing further house knowledge. Another pairing that is quite good is that of experienced member and new member. Even if the new member is a highly skilled person the older member will know how some past problems were solved.

5. Gather Tools and Supplies.

Nothing will kill the effectiveness of a workday quicker than having members have to go to the hardware store to buy the necessary tools and supplies before they can begin the work. If necessary delegate a person to go purchase supplies a day or two before hand. Be aware of the amount of money your house sets aside for minor maintenance.

6. Provide Snacks.

Have coffee, tea and muffins, etc. ready for workers to chomp into before and during the work day. The preparation of snacks itself can be one of the workjobs.

7. Provide Emotional Support.

Give praise and encouragement to those proceeding through their work. An upbeat 'we can do it' attitude will motivate more people than a sour accusatory tone.

8. Get Support for Yourself.

Leading others can be emotionally draining. Come to Maintenance Committee meetings. Talk with your MC and MO about personal struggles and technical problems in keeping your house together.

MCC Maintenance Contractor & Services List

These are some of the contractors and vendors that MCC maintenance uses on a regular basis. It is usually a good idea to let the MC if you know if you call these companies for repairs or charge things to an MCC account so that he/she can make sure things get charged properly to the maintenance budget or your house.

<u>Name</u>	<u>Address</u>	<u>Phone#</u>
<u>Appliances</u>		
Kessenich's Ltd.	131 S. Fair Oaks Ave.	249-5391
Hobart Sales & Service	3950 Commercial	246-3100
Central Service Company, Inc.	6203 Monona Dr	222-8658
A-1 Clydes Appliance Service	4329 West Beltline Hwy	271-3288
Hobart Sales and Service	3950 Commercial	246-3100
Messners	1326 E. Washington	256-0695
<u>Chimney Cleaning & Repairs</u>		
Bristle Chimney Sweeps Inc.		249-6678
<u>Electrical</u>		
B&J Electric Supply	637 E. Washington	255-6756
Westphal & Co. Inc.	29 Marsh Ct.	
<u>Fire Prevention</u>		
Madison Recharging Service	2237 Winnebago	249-3300
Jefferson Fire & Safety, Inc.	7617 Donna Drive	836-0068
<u>Hardware Stores</u>		
Ace Hardware	1398 Williamson	257-1630
Dorn True Value	127 N. Broom	256-0530
Quality Hardware	1201 S. Park	256-8106
Marling Lumber	1801 E. Washington	244-4777
<u>Heating</u>		
Hillstad Heating		231-3888
<u>Locksmiths</u>		

J&K Locks 636 S. Park Street 271-2171

Paint

Mautz Paint 939 E. Washington 255-1661

Drain Rootering

Mark's Ready Rooter 241-2382

Plumbing

Howe Brothers Plumbing 1215 Williamson St. 257-2884

Wisconsin Supply 6800 Gisholt Dr 222-7799

Pertzborn Plumbing & Fire Protection 802 John Nolen Dr 256-3900

Rentals

A To Z Rental and Sales 2209 S. Stoughton 222-5004

Badger Contractors Rental & Supply 1501 Gilson 257-3622

U-Haul 602 W. Washington 256-3743

Water Softeners and Salt Delivery

Badger Water 1001 N Page St (Stgn) 873-2857

Window repairs/glass

Bob Cooper Glass Co 1212 E. Washington Ave 249-9392

Martin Glass Co. 2330 Atwood 249-0438

Are you completing your obligations as HMC? Use this simple checklist to see. These are things that should be done on a monthly basis.

- I completed the monthly checklist.
- I made sure any new members filled out a MCC Member Room Check-in/ Check-out Form.
- I made sure any leaving members filled out a MCC Member Room Check-in/ Check-out Form.
- I attended this month's Maintenance Committee meetings.
- I checked in with the MCC Maintenance Coordinator.
- I gave reports at my house meetings about what happened at the MaintCo meeting.
- I planned and implemented a house maintenance work day.
- I gave a report at my house meeting about any important maintenance information that is relevant to my house (i.e. updates on any upcoming or current major maintenance projects; any information presented to you by the MC, AMC, or MO; work days you may have planned; etc.).
- I tabulated the house members' maintenance hours they performed and posted it for them to see. I also gave one copy of this report to the MC and one to my house treasurer.
- I developed a list of minor maintenance projects, posted this list, and actively recruited house members to perform these tasks.