

Contract for Services for Maintenance Worker: Passmore Lodge

The Contractor will perform maintenance duties for Passmore Lodge as outlined:

a. Systems Maintenance: Maintenance of heating, ventilating, air conditioning and water and well systems as required and conditional upon requirements/warranty etc of the new systems installed in 2019.

b. Building Maintenance including the following:

- i. Ensure ongoing maintenance and repair of the Lodge building,
- ii. Ensure timely repairs in rental units,
- iii. Ensure all scheduled maintenance requirements (e.g. Annual rental unit inspections) are performed.

c. Notify Administrator of need for ticketed/certified contractors such as electricians, plumbers, systems controllers, and so forth to perform maintenance and repairs as required.

The Contractor will perform other maintenance duties as the need arises, if mutually agreeable by the Society Board and the Contractor under the terms of this contract.

The Contractor will familiarize him/herself with the files, manuals, building and systems for which he/she will be responsible.

The contract hours come to about 25 maximum per month, with flexibility as required through the year.

The Society will cover the cost of replacement and repair items as required.

The Contractor will invoice the SVSHS bi-weekly. Invoices are payable upon receipt. Hours spent by the contractor preparing invoices for hours billed will not be covered by the Society.

The term of this contract, is subject to three months of probation, and is renewable annually by the mutual agreement of the Society Board and the Contractor.

The Contractor will supply their own tools and equipment.

Because the Contractor will be in contact with tenants and in their rental units, the Contractor will have a Criminal Records Check with results acceptable to the Society Board.