

Commonwealth Terrace Cooperative is more than simply low rent housing- it is a family community. Therefore, it is very important that all residents are aware that performances of resident/member responsibilities are essential if CTC is to thrive as a community.



New Resident Orientation a required meeting

To help you understand your role in the operations of this cooperative, we have a New Resident Orientation. **All** new residents must attend one of the sessions offered after they have moved into CTC within 2 months. If a new resident fails to attend they will be assessed a \$50 fine per month until they attend.

Laundry Room Cleaning Requirement

It is each member's duty to make sure the laundry room continues to be clean the whole week that they are assigned to clean the laundry room. This normally means at least twice a week. One thorough cleaning (all duties listed below) and an extra quick sweep and mop at least, especially in the dirty winter months.

As a new member, you should contact your ward rep and let (s)he know that you have moved in and would like an updated cleaning schedule to your assigned laundry room. The ward rep can then ensure that they have your e-mail and will be able to send you all cleaning schedules for the future.

NOTE: All One-Bedroom building cleaners are responsible for BOTH SIDES of the building sweep & mop all stairs, clean windows and remove all postings from glass.

Please do the following:

- Wipe off all counters tops.
- Wipe off all machines, inside and out!
- Sweep away the cobwebs that linger around the ceiling and corners.
- Clean all windows.
- Remove all old postings on bulletin board and windows.
- All the other likely places that dust likes to hang out (pipes, heat registers, etc.) need dusting also.
- Sweep AND mop the floors. Not just the main walkway, but behind the garbage cans and any other reasonable place the broom and mop may reach.
- Take out the garbage/recycling and replace the bag when needed.
- Notify the ward representative when a cleaning supply needs to be replaced.

Please Note: The laundry room will be checked at least once a week to be sure that duties are being done. If that laundry room looks as if it has been neglected it's weekly cleaning, the person in charge of cleaning that week will receive a flat non-negotiable fine of \$75.00.

Reduce Energy

As a member of CTC you are expected to take on responsibilities that you may not take on at other housing communities. Please pay attention to your use of heat, water and electricity as they are included in your rent costs.

Pay close attention to conservation of these resources as these are very costly and will increase your rent if abused. Be mindful of the following:

1. Turn off your lights, television, and other electronic equipment when not in use.
2. Turn down your air conditioner when not home in the summer months, no need to cool an empty unit.
3. In heating season keep windows closed. If fresh air is needed, open front door for a short time. Do not walk away from open windows when temperature is below 32 degrees. Your heating pipes will freeze and you will be responsible for the repair costs.
4. Use only the water that is needed to complete a task. Do not continue to run faucet unnecessarily. Promptly report any leaks, running toilets or dripping faucets. Please take care and not waste our resources.