

MAINTENANCE COMMITTEE GUIDELINES

*Since we belong to a KO-OP, personal mileage will be reimbursed only with the prior approval of the Board of Directors. Any amount over \$500, will need to be Board approved. All expenditures must be Okayed in writing by the Committee Chairperson. This includes purchases with cash expenditures from petty cash. If **NOT APPROVED** in writing before the purchase, the buyer **WILL NOT** be reimbursed.*

1. The Maintenance Committee will be responsible for, and monitor the making of minor repairs on electrical systems, water lines, septic systems, and all other common properties of SKP KOFA KO-OP Retreat, Inc.
2. Work Orders will be filled out by the originator and turned into the office, for work needing to be done in the park.
3. All repairs, modifications, and new installations will comply with Yuma County codes.
4. All excavations will be barricaded when workers are not present.
5. Only personnel authorized by the Maintenance Chairman will do internal work on transformers and meter boxes. A minimum of two (2) people will be present when this type of work is performed.
6. Maintenance Committee Chairman will update Maintenance Manual records on, but not limited to:
 - A. Cooler repairs
 - B. Septic system maintenance
 - C. Major equipment replacement, dates, costs, and suppliers
7. All bids for work should be channeled through the Maintenance Committee Chairman or the Liaison.

Committee Chairperson

Date

Board Approval

Date

Reviewed: March 2022