

<b>Manitoulin-Sudbury District Services Board POLICY &amp; PROCEDURES MANUAL</b>	
Section: I. Community Housing	Effective Date: <b>July 1, 2021</b>
Topic: I.7. Infrastructure & Asset Management	Replaces: Dec. 1, 2010
Subject: 7.7. Move Out/Cyclical Painting	
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## POLICY

Tenant units **may** be painted on move out **if required**. Consideration will also be given to repainting the unit after the tenant has occupied the unit for more than 5 years.

## PROCEDURE

### **Move Outs**

- A unit move out inspection is conducted and rooms requiring painting and repair will be addressed.
- Colours and paint type will be as per the DSB specification.

### **Cyclical Painting**

- Tenant puts in request to the DSB.
- The tenant's unit is inspected by the Custodian
- Decision by the **Community Housing Program Supervisor**

Cyclical painting is approved:

- Tenant is notified that their unit will be painted
- Tenant is responsible for moving all furniture, paintings etc away from the areas (walls) to be painted so not to impede the painter
- Tenant is responsible for cleaning the walls
- The unit is painted in the colours and paint type as per the DSB specification.
- Once painting is completed, the tenant is responsible for moving their furniture back, hanging pictures, curtains etc.

Cyclical painting is not approved:

- Tenant is notified by the custodian that their unit will not be painted.
- Tenant will be able to resubmit their request one year after the refusal.