

HOME CARE VISIT SUMMARY – (DATE)

Knowledge Base Session

TENANT: *(LAST NAME, FIRST NAME)*

(CIVIC ADDRESS) / LOT (#)
Sand Point ON P0T 2B0

Phone: *(NUMBER)*
Email: *(ADDRESS)*



Bingwi Neyaashi Anishinaabek

Happy Healthy Home

Introduction

The Housing Department and tenants share the responsibility for repairs and maintenance in rental properties.

A tenant must keep the rental unit clean and perform simple maintenance to keep the unit in good condition.

Your agreement with the Housing Department should clearly state the responsibilities of the Housing Department and tenant with respect to any repairs to the rental unit.

Be sure to notify the Housing Department immediately of any important maintenance issues, such as a water leak or electrical problem.

This care maintenance guide will help you as a tenant to perform simple maintenance to fix problems before they become major, expensive issues to repair.

Always contact the Housing Department before performing any maintenance, as there may be preferred procedures or restrictions.

EMERGENCIES

In case of emergency, please contact your Housing Department:

- Maintenance Worker
- Housing Coordinator

NOTE: A little troubleshooting may save you from making a call to the Housing Department. Troubleshooting may also save you the cost of a repair or service call.

Inside Your Home

HEAT RECOVERY VENTILATOR (HRV) - MAINTENANCE GUIDELINES

Suggested Run Time: run every hour for 20 minutes.

- Check both filters: rinse with cold water and allow to dry for 24-hours before re-installing.
- Check fans: top and bottom to ensure they are running. These fans will need vacuuming from time to time to prevent major dust collection and debris.
- Pull out the big air exchanger filter, clean, and let dry for 24 hours before re-installing.
- Locate the intake/outtake on the exterior of the house and ensure it is not covered by anything ie. Snow.
- Change filters 1-2 times per year. If the filters are still dirty after cleaning, it's time to replace them. HRV systems typically work for 10 to 15 years.

For questions about your HRV, contact George McKay @ Polar Mechanical 807.623.1535.

WATER FILTRATION SYSTEM

Every filtration system in a house runs differently. Get to know your system by asking the Housing Department for a copy of your water test. A water test is done a couple of times a year. Your well water is filtered to remove harmful contaminants from your tap water.

- **Stage 1** - AIO iron/manganese/sulfur removal, katalox light media
- **Stage 2** - Water softening, ams900 water softener
- **Stage 3** - giant deluxe canister filter with 5-micron sediment filter
- **Stage 4** - giant deluxe canister filter with carbon block filter
- **Stage 5** - point of use reverse osmosis

Depending on how much water you use, the canisters will need to be cleaned every six months to a year. If you notice a pressure drop, taste, or colour in your water, then that is an indication to clean your filters. The salt level is preset based on your well's requirements. Check the salt every 2 weeks. If it gets low, fill it up halfway up the chamber. There is a top line not to go over, or it will bridge. You don't want bridging, as the salt will get stuck.

SEPTIC TANK CLEANOUT

Locate your septic tank access points in the yard and avoid landscaping over them. There are two pipes that open, so the wastewater gets pumped from the outlet pipe. Cleanouts happen every 3 years.

WOODSTOVE

BNA does an annual maintenance check once per year and completes a chimney clean to reduce the health and environmental impacts of wood smoke.

If you are burning wood, ensure that your HRV is running for fresh air or open a window for fresh air.

Never Burn: The following items/materials should never be burned as these have significant negative impacts on air quality and your health:

- Non-biomass construction waste such as drywall or plastic
- Household garbage, compost or cardboard
- Wet, rotted, diseased or moldy wood
- Wood that has been painted or chemically treated
- Ocean driftwood, plywood, particle board, or any wood with glue on or in it

Visit: residentialwoodsmoke.ca for more information.

And: <https://www.canada.ca/en/health-canada/services/air-quality/indoor-air-contaminants/avoid-wood-smoke.html>

FIRE EXTINGUISHER

There are 2 fire extinguishers in your home. Locate where these are and know your fire route in case of a fire. BNA does annual inspections to ensure that fire extinguishers are filled and up to date.

To check the fire extinguisher's gauge for expiry, follow these steps:

1. **Locate the Pressure Gauge:** Fire extinguishers typically have a pressure gauge near the top, which shows the level of pressure in the cylinder.

2. **Check the Needle:** The pressure gauge usually has a green zone (indicating adequate pressure), a red zone (indicating low or no pressure), and sometimes a yellow zone (indicating caution). The needle should be pointing to the green zone, which means the extinguisher is properly pressurized and ready to use.
3. **Expiration Date:** Some fire extinguishers have an expiration date printed on the label, typically on the side or bottom of the extinguisher. This is often a 5- to 12-year period from the manufacturing date, depending on the type and brand. If there's no visible expiration date, it is still a good idea to check for any maintenance date or record.
4. **Inspect the Label:** Look for any manufacturer's instructions or maintenance dates. Regular servicing is essential, and the extinguisher's label might indicate the last maintenance check or refill date.
5. **Physical Condition:**
 - Check for any physical damage, corrosion, or dents.
 - Make sure the safety pin is in place and the seal is intact.
 - If the extinguisher is significantly older or shows signs of wear, it may need to be replaced or recharged.
6. **Professional Inspection:** Even if your fire extinguisher seems in good condition, it's recommended to have it inspected by a professional at least once a year to ensure that it's still functional.

If in doubt about your fire extinguisher's condition, it's better to replace or service it than to risk using an expired or ineffective extinguisher in case of an emergency.

TENANT INSURANCE

BNA advises to obtain tenant insurance, also known as renters' insurance. It is a form of coverage that provides insurance protection for tenants and their belongings. It covers personal belongings in case of theft, fire, and other disasters. Landlords have their own insurance to protect the physical building structure that tenants live in, but that insurance does not extend to the tenant's personal belongings or liability. Without renters' insurance, tenants would have to pay to replace all their possessions if a fire, tornado, or other disaster rips through the building. Tenant insurance is often affordable and can provide peace of mind in case of unforeseen events.

MAINTAIN AND IMPROVE INDOOR QUALITY

INDOOR AIR QUALITY RESOURCES:

Please visit: Healthycanadians.gc.ca/IndoorAir
HC.air.SC@canada.ca

(NAME), Housing Coordinator - Signature

(NAME), Tenant Lot (#) - Signature
