

Owners Guide to a Maintenance Plan

Rental housing within the municipality is required to be registered in accordance with Halifax Regional Municipality's By-Law **R-400: Respecting Registration of Residential Rental Properties** on or after April 1, 2024. An owner of a rental shall have, and keep current, a maintenance plan for the rental. If an owner operates more than one rental, a separate maintenance plan is required for each building containing rentals. The maintenance plan is not required to be provided at the time of registration.

A maintenance plan should include a list of all the elements of the rental housing that are regulated by the By-law M-200 Respecting Standards for Residential Occupancies, including a list of those elements that are scheduled to be repaired or replaced within the next five years and a date indicating when the repair or replacement will be done. Maintenance plans must be made available to the Municipality upon request. The Municipality can lay charges against owners who fail to provide this form.

A maintenance plan is to provide a safe environment for all occupants of the rental and ensures the rental does not become uninhabitable due to deferred maintenance. Creating a comprehensive and updated maintenance plan will aid owners in being proactive in their building/rental. The process of creating a comprehensive and updated maintenance plan will bring poorly maintained issues to the attention of the owner so that they may be engaged in the condition of the building. Preparing and planning for routine maintenance and replacements will help prevent failures and/or damages to the building and ensures the enjoyment of the rental to the occupants. A detailed maintenance plan could save owners on costly renovations as minor repairs and maintenance are typically less expensive than renovating or replacing. During a M-200 By-Law inspection, the inspector may request the maintenance plan to assess the building health.

Although many buildings have an established maintenance plan, only those that include the elements regulated by the M200 Bylaw will be considered. The forms below have been provided to serve as a template for those that do not already have a maintenance plan.

To use this template, please complete information as outlined below.

- All Maintenance Plans shall have Sections 1, 2 and applicable parts of section 3 completed.
- Complete Section 4 only if the rental has shared elements.
- Section 5 can be used as a checklist to manage regular maintenance.

Questions regarding this form can be directed to r400registry@halifax.ca

1. Rental Information	
Rental Housing Registry Number:	
Address(es):	
Site Contact (if applicable):	Phone Number:
Rental Building Description:	

2. Person Completing Form	
Name:	Phone Number:
Address:	
Date this form was last updated:	

3. Rental Housing – Elements			
Building Element	Year last Serviced or Replaced	Year Scheduled to be Serviced or Replaced	Comments (Description of repair or maintenance, current condition of element, last inspection date)
Exterior Elements			
Guards/Handrails	<input type="radio"/> Year: <input type="radio"/> Original condition <input type="radio"/> Not applicable	<input type="radio"/> Within 1 year <input type="radio"/> 2-4 Years <input type="radio"/> More than 5 years	
Windows/Doors	<input type="radio"/> Year: <input type="radio"/> Original condition <input type="radio"/> Not applicable	<input type="radio"/> Within 1 year <input type="radio"/> 2-4 Years <input type="radio"/> More than 5 years	
Cladding/Siding/Gutters	<input type="radio"/> Year: <input type="radio"/> Original condition <input type="radio"/> Not applicable	<input type="radio"/> Within 1 year <input type="radio"/> 2-4 Years <input type="radio"/> More than 5 years	
Stairs/Decks/Balconies	<input type="radio"/> Year: <input type="radio"/> Original condition <input type="radio"/> Not applicable	<input type="radio"/> Within 1 year <input type="radio"/> 2-4 Years <input type="radio"/> More than 5 years	
Interior Elements			

Building Element	Year last Serviced or Replaced	Year Scheduled to be Serviced or Replaced	Comments (Description of repair or maintenance, current condition of element, last inspection date)
Guards/Handrails	<ul style="list-style-type: none"> <input type="radio"/> Year: <input type="radio"/> Original condition <input type="radio"/> Not applicable 	<ul style="list-style-type: none"> <input type="radio"/> Within 1 year <input type="radio"/> 2-4 Years <input type="radio"/> More than 5 years 	
Bathrooms	<ul style="list-style-type: none"> <input type="radio"/> Year: <input type="radio"/> Original condition <input type="radio"/> Not applicable 	<ul style="list-style-type: none"> <input type="radio"/> Within 1 year <input type="radio"/> 2-4 Years <input type="radio"/> More than 5 years 	
Kitchens	<ul style="list-style-type: none"> <input type="radio"/> Year: <input type="radio"/> Original condition <input type="radio"/> Not applicable 	<ul style="list-style-type: none"> <input type="radio"/> Within 1 year <input type="radio"/> 2-4 Years <input type="radio"/> More than 5 years 	
Sleeping Rooms	<ul style="list-style-type: none"> <input type="radio"/> Year: <input type="radio"/> Original condition <input type="radio"/> Not applicable 	<ul style="list-style-type: none"> <input type="radio"/> Within 1 year <input type="radio"/> 2-4 Years <input type="radio"/> More than 5 years 	
Smoke/Carbon Monoxide Alarms	<ul style="list-style-type: none"> <input type="radio"/> Year: <input type="radio"/> Original condition <input type="radio"/> Not applicable 	<ul style="list-style-type: none"> <input type="radio"/> Within 1 year <input type="radio"/> 2-4 Years <input type="radio"/> More than 5 years 	

Building Element	Year last Serviced or Replaced	Year Scheduled to be Serviced or Replaced	Comments (Description of repair or maintenance, current condition of element, last inspection date)
Laundry Rooms	<ul style="list-style-type: none"> <input type="radio"/> Year: <input type="radio"/> Original condition <input type="radio"/> Not applicable 	<ul style="list-style-type: none"> <input type="radio"/> Within 1 year <input type="radio"/> 2-4 Years <input type="radio"/> More than 5 years 	
Egress/Exiting	<ul style="list-style-type: none"> <input type="radio"/> Year: <input type="radio"/> Original condition <input type="radio"/> Not applicable 	<ul style="list-style-type: none"> <input type="radio"/> Within 1 year <input type="radio"/> 2-4 Years <input type="radio"/> More than 5 years 	
Heating System:	<ul style="list-style-type: none"> <input type="radio"/> Year: <input type="radio"/> Original condition <input type="radio"/> Not applicable 	<ul style="list-style-type: none"> <input type="radio"/> Within 1 year <input type="radio"/> 2-4 Years <input type="radio"/> More than 5 years 	
Hot water tank/Boiler:	<ul style="list-style-type: none"> <input type="radio"/> Year: <input type="radio"/> Original condition <input type="radio"/> Not applicable 	<ul style="list-style-type: none"> <input type="radio"/> Within 1 year <input type="radio"/> 2-4 Years <input type="radio"/> More than 5 years 	
Other:	<ul style="list-style-type: none"> <input type="radio"/> Year: <input type="radio"/> Original condition <input type="radio"/> Not applicable 	<ul style="list-style-type: none"> <input type="radio"/> Within 1 year <input type="radio"/> 2-4 Years <input type="radio"/> More than 5 years 	

Building Element	Year last Serviced or Replaced	Year Scheduled to be Serviced or Replaced	Comments (Description of repair or maintenance, current condition of element, last inspection date)
Other:	<input type="radio"/> Year: <input type="radio"/> Original condition <input type="radio"/> Not applicable	<input type="radio"/> Within 1 year <input type="radio"/> 2-4 Years <input type="radio"/> More than 5 years	
Other:	<input type="radio"/> Year: <input type="radio"/> Original condition <input type="radio"/> Not applicable	<input type="radio"/> Within 1 year <input type="radio"/> 2-4 Years <input type="radio"/> More than 5 years	

4. Rental Housing – Shared Elements

Building Element	Year last Serviced or Replaced	Year Scheduled to be Serviced or Replaced	Comments (description of repair or maintenance, current condition of element, last inspection date)
Fire Safety Plan	<input type="radio"/> Year: <input type="radio"/> Not applicable	<input type="radio"/> Within 1 year <input type="radio"/> 2-4 Years <input type="radio"/> More than 5 years	

Building Element	Year last Serviced or Replaced	Year Scheduled to be Serviced or Replaced	Comments (Description of repair or maintenance, current condition of element, last inspection date)
Sprinkler System	<ul style="list-style-type: none"> <input type="radio"/> Year: <input type="radio"/> Original condition <input type="radio"/> Not applicable 	<ul style="list-style-type: none"> <input type="radio"/> Within 1 year <input type="radio"/> 2-4 Years <input type="radio"/> More than 5 years 	
Fire Extinguishers	<ul style="list-style-type: none"> <input type="radio"/> Year: <input type="radio"/> Original condition <input type="radio"/> Not applicable 	<ul style="list-style-type: none"> <input type="radio"/> Within 1 year <input type="radio"/> 2-4 Years <input type="radio"/> More than 5 years 	
Emergency Lighting	<ul style="list-style-type: none"> <input type="radio"/> Year: <input type="radio"/> Original condition <input type="radio"/> Not applicable 	<ul style="list-style-type: none"> <input type="radio"/> Within 1 year <input type="radio"/> 2-4 Years <input type="radio"/> More than 5 years 	
Fire Separations	<ul style="list-style-type: none"> <input type="radio"/> Year: <input type="radio"/> Original condition <input type="radio"/> Not applicable 	<ul style="list-style-type: none"> <input type="radio"/> Within 1 year <input type="radio"/> 2-4 Years <input type="radio"/> More than 5 years 	

Building Element	Year last Serviced or Replaced	Year Scheduled to be Serviced or Replaced	Comments (Description of repair or maintenance, current condition of element, last inspection date)
Elevating Device:	<input type="radio"/> Year: <input type="radio"/> Original condition <input type="radio"/> Not applicable	<input type="radio"/> Within 1 year <input type="radio"/> 2-4 Years <input type="radio"/> More than 5 years	
Pest Control:	<input type="radio"/> Year: <input type="radio"/> Original condition <input type="radio"/> Not applicable	<input type="radio"/> Within 1 year <input type="radio"/> 2-4 Years <input type="radio"/> More than 5 years	
Other:	<input type="radio"/> Year: <input type="radio"/> Original condition <input type="radio"/> Not applicable	<input type="radio"/> Within 1 year <input type="radio"/> 2-4 Years <input type="radio"/> More than 5 years	
Other:	<input type="radio"/> Year: <input type="radio"/> Original condition <input type="radio"/> Not applicable	<input type="radio"/> Within 1 year <input type="radio"/> 2-4 Years <input type="radio"/> More than 5 years	
Other:	<input type="radio"/> Year: <input type="radio"/> Original condition <input type="radio"/> Not applicable	<input type="radio"/> Within 1 year <input type="radio"/> 2-4 Years <input type="radio"/> More than 5 years	

5. Required Regular Maintenance Checklist					
Element	Confirm inspection – Records shall be available on request				
Year					
Inspection/Testing Conducted by Competent Individual					
Smoke/Carbon Alarms					
Dryer Ducts					
Ventilation Fans					
Chimney					
Inspection/Testing Conducted by Qualified Contractor					
Furnace/Boiler					
Fire Extinguisher					
Fire Alarm					
Generator					
Elevator					
Sprinkler System					
Emergency Lighting					

