

Habitability

and the BSC Workshift Policy

What is it?

- Shared responsibility of all BSC Stakeholders - members, unit-level managers & staff - to maintain a healthful community living environment
 - Reduce the hazards of fire
 - Prevent the spread of foodborne illness
 - Minimize conditions favorable to the harboring and breeding of pests
 - Avoid obstructions that interfere with the comfortable enjoyment of co-op life

Shared responsibility...

Central-level staff

- Develop habitability standards.
- Educate members and house-level managers on such standards.
- Follow up on items units are unable or unwilling to correct are addressed in order to ensure the health and safety of BSC members, protect the sustainability of BSC assets, and ensure compliance with city/state ordinances and contractual agreements

House-level managers (that's you)

- Regularly conduct self-inspections to ensure that potential habitability issues are identified and corrected.
- Promptly respond to member concerns/complaints about habitability and inspection reports.
- Coordinate with the house membership and central-level to ensure that all hab issues are corrected.

Members

- Complete all workshifts.
- Monitor for and promptly report habitability problems to managers.
- Working with fellow house members and managers to correct items they are able to address on their own.

BSC Workshift Policy

- General Provisions: 5 hrs. \$13.00/hr, house-level policy
- Fines: Hab Account, overturning fines, 2x fining max.
- Terminations
 - Meeting @ 10 down hours
 - Conditional Contracts for Members that go down 15 or more hours - spans semesters

Habitability Inspections

- 3 rounds of inspections each semester
- 1st inspections - Weeks 3-4
- 2nd & 3rd inspection - unannounced, totally random
- Grade of A, B, C, D, or F
- Will receive a report with overall grade and comments within 3 business days.

Inspections cont.

- Overall grade of D or F on any inspections = \$26.00 fine for all house members
- Can be made up by doing paid workshift at the house level.
- Re-inspection - date given that all corrections should be completed.
 - If not, cleaning crew hired to finish the job. Cost of their labor billed to Hab account.

Grades - F

F = Health & Safety Hazards. Accessibility Violations. Conditions that should never be present in the house. Automatic Fail

- Furniture, trash, bikes in hallways, stairways or blocking fire exits. flammable objects next to or under stairwells. Objects hung from fire sprinkler pipes. Storage within 3 ft. of boilers. Free piles overflowing so that you can't enter the room. Empty dishes/pots sanitizer. Broken window glass or other conditions that could cause injury.

Grades - D

D = Severe cleanliness violations. One-time maintenance issues. Must show you have reached out to get item corrected by inspection - CM, refrigeration company, UC glass, etc.

- Mold on kitchen/bathroom surfaces, torn fridge gaskets, holes in the walls, broken/torn furniture, **upholstered furniture outside or on balcony/roof**, excessive dump piles, rodent harborage areas, food stored on the floor in the pantry.

Grades - C

C = Passing grade. General cleanliness issues. Highlights areas that need more cleaning/attention. Should see improvements by next inspection round. Lower grades over time.

- Dirty shower grout, severely disorganized free pile, significant debris under prep surfaces/appliances, uncovered food storage in fridge or pantry. Uncovered trash/compost.

Grades - B

B = Aesthetic improvements. Overall OK to continue in that condition. Some room for improvement.

- Somewhat disorganized recycling/free pile/storage area. Cleaning issues that aren't health/sanitation/safety issues.

Grades - A

A = Area overall clean and organized. No changes or additional action needed because you are already doing everything perfectly!

- Clear and vacuumed hallways, stairways, fire escapes. Well organized recycling/free pile/storage areas. Fridges clean and all food properly stored. Kitchen surfaces clean, no dishes or food left out. No safety or cleanliness issues

I = Just Informational, think Point of Information

- Fire extinguishers due for service soon or sanitizer liquid low.

Habitability Accounts

- Protected account - funded by house-level workshift fines
- Decentralization Report!
- Use for paid workshift, deep cleanings, landscaping, etc.
- If money in account predetermined amount of paid workshift available - 24 for small (17-34), 50 hours for med (35-80) & 75 for lrg (80+).
 - WM responsible for reporting paid workshift on [shared GoogleDoc](#). Processed through Bookkeeping Dpt.
- Unit Level Requests through council, approved by OM
- Habitability Corrections/Projects - interim period cleanings

Incentive program

- Hab awards at the end of the semester based on inspection report grades/results
 - Small house (45 or less) & Large House (more than 45)
 - Most improved
 - Cleanest overall
 - Monetary equivalent of two workshift hours per member to your House Account to buy gargoyles, subsidize internet, whatever you want!

Interim Projects

- Time to get your house clean for move-in day! Set high standards for incoming residents
- Paid workshift, on-call crews, professional cleaners.
- OA develops recommendations for hab related projects in between contract periods.
- House level managers can also submit requests.
- Funded by Habitability Account