

Waterloo Co-operative Residence Incorporated

Paint, Artwork and Poster Policy

As approved by the General Manager,
and incorporating all changes through:

11 May 2009

*(Note that, in this policy, the masculine shall include the
feminine and the singular shall include the plural)*

Table of Contents

- Part 1: Paint and Wallpaper1**

 - 1.1 Permission to Paint.....1
 - 1.2 Paint Type.....1
 - 1.3 Wallpaper, Borders, and Texturing2
 - 1.4 Penalties2

- Part 2: Artwork2**
- Part 3: Posters.....2**

 - 4.1 Permitted Posting Areas.....2
 - 4.2 Poster Contents2
 - 4.3 Posting Materials2

- Part 5: Poster Crew.....3**

 - 5.1 Responsibilities3
 - 5.2 Selection and Removal.....3

- Appendix A: Transfer of Responsibility for Non-Approved Colour.....4**

Revision History

Date	Revisionist	Summary of Changes
9 June 1990	WCRI	Policy Change
16 December 2001	Russ Wong	Template Update
16 December 2001	Russ Wong	Policy Change
08 June 2002	Russ Wong	Policy Change: 'fag' replaced with 'COW' or 'co-operative work credit'
22 March 2003	Steve Butler and Petr Bakus	Policy Change: modified painting process in Part 1, added Parts 4 & 5, changed policy name to include "Poster".
10 April 2007	Laura Reidel	Title page changed to reflect General Manager's jurisdiction over this policy.
11 May 2009	Cary Hubbard	Remove references to COWs and co-operative work duties/credits

External Cross-references

Section(s)	Policy/Section Referenced	Referencing Policy	Section(s)

Part 1: Paint and Wallpaper

Members may choose to paint their rooms and apartments using co-op colours or non-co-op colours. A 'co-op colour' is a colour approved and supplied by Maintenance, whereas a non-co-op colour is supplied by the member.

1.1 Permission to Paint

In order to paint a member's room or apartment, a member must obtain permission from Maintenance. If Maintenance agrees that the area in question should be painted, then the Co-op will supply the paint, in a co-op colour, free of charge, to the member requesting permission; otherwise the member must buy the paint from the Co-op, or from another source.

1.1.1 Painting Process

A member who wishes to paint must adhere to the following process:

- a) The member must notify the WCRI Office of any paint job in advance.
- b) Painting supplies may be purchased in the WCRI Office for a fee.
- c) Before starting, the member must provide the WCRI Office with a colour swatch of any non-co-op colour for approval. If Maintenance does not approve a colour, then the member must submit a deposit before painting. Any colour approved by Maintenance is called an "approved" colour.
- d) Regardless of whether the colour has been approved or not, the member must arrange a post-inspection of the paint job with the WCRI Office within a month of completing the paint job.
- e) The member must make improvements to the paint job as required by the WCRI Office. If any improvements are requested, the member must arrange another inspection with the WCRI Office no later than two weeks following the completion date of the improvements.

1.1.2 Deposits

The deposits for painting a member's room or apartment with non-approved colours are:

- a) \$25 per room
- b) \$100 per apartment.

Deposits are subject to forfeiture in the following cases:

- a) Maintenance determines that multiple coats of paint are required to return the painted area to an approved colour
- b) The member chooses not to return the painted area to an approved colour.

An outgoing resident member may transfer responsibility for an existing, non-approved colour to an incoming resident member, provided both members submit an agreement in writing to the WCRI Office. In this situation, the outgoing member's deposit is refunded, and the incoming member must submit a new deposit.

1.2 Paint Type

Water-based, latex paints must be used on all surfaces unless otherwise specified by Maintenance. Doors, however, should be painted with a paint type specified by Maintenance.

1.3 Wallpaper, Borders, and Texturing

Wallpapering and 3-D texturing is not permitted on any Co-op property. Painted borders and simulated textures are acceptable, provided the colour and pattern are approved by Maintenance beforehand.

1.4 Penalties

Members may be penalised for painting under the following circumstances:

- a) Any damages to WCRI property resulting from a member's paint job may result in that member being fined by the WCRI Office or a Division Manager.
- b) Failure of a member to abide by any sub-section of Part 1 of this policy may result in a fine levied on that member by the WCRI Office.
- c) Deposits may be forfeited as described in 1.1.2.

Part 2: Artwork

Artwork includes wall murals, door murals, paintings, and sculptures that are intended for installation on Co-op property.

Before installation, repair, or removal of such artwork, the person(s) involved must present a working drawing of the proposed work of art to the Division Council(s) in the division(s) affected, and permission must be granted by motion to allow installation, repair, or removal to proceed.

Part 3: Posters

Part 4 of this policy governs materials posted on all WCRI property that is readily accessible to non-members. Specifically posting in any area that is not behind locked doors must adhere to the guidelines outlined in this policy.

3.1 Permitted Posting Areas

Posters are permitted on any corkboard, wall, or windowless door. No posters are allowed on doors with windows.

3.2 Poster Contents

Posters may contain any material subject to the following restrictions:

- a) Every poster must clearly display an expiry date, following which the poster can be removed.
- b) Every poster must clearly display either the name of a member sponsor or a stamp of approval from the General Manager or his delegate.
- c) Posters that do not comply with a) or b) and which advertise events, organisations, products, or services not affiliated with WCRI are only permitted in areas as designated by the General Manager.

3.3 Posting Materials

In any area, posters may only be applied using the following materials:

- a) On a corkboard, push-pins, tacks, or staples may be used.
- b) On any other surface, only masking tape or sticky tack may be used.

Part 4: Poster Crew

4.1 Responsibilities

The Poster Crew will be a centralised member workgroup responsible for posting new posters, removal of overdue and inappropriate posters and general posting area maintenance.

The Poster Crew will carry out their responsibilities regularly each week throughout the term. The work group will be co-ordinated by the General Manager or delegate.

The Poster Crew will be responsible for posting in Public areas in WCRI.

For Divisional specific posters, the Poster Crew members will be responsible for posting within their division as co-ordinated by their Division Manager.

4.2 Selection and Removal

Each Division will contribute at least one member to the Poster Crew. Selection of members of the Crew is to the discretion of the Division Manager.

If a member misses two consecutive postings, this will result in fining. Three consecutive postings missed will result in immediate dismissal from Poster Crew with no Co-operative Work Duty credit allocated. Fining, dismissal, and awarding of Co-operative Work credit is at the discretion of the Division Manager.

Appendix A: Transfer of Responsibility for Non-Approved Colour

I, the incoming resident to _____ (apt/room #), hereby accept responsibility for the non-approved colour paint job left in place by the outgoing resident. I understand that this transfer of responsibility extends to all painted areas for which the outgoing resident was responsible, and that I must submit a deposit equal to the original deposit placed for the non-approved colour paint job.

The outgoing resident will have no further responsibility for the paint job, and will receive back his/her original deposit in full.

Incoming Resident

Outgoing Resident

Name:

Name:

Signature:

Signature:

Date:

Date:
