

**MCCMH REQUIRED CARE AND MAINTENANCE GUIDELINES
RESIDENTIAL GROUP HOMES**

- A. Contracted residential providers are required to care for and maintain the home(s) leased by MCCMH as part of the “contract.”
1. Any items damaged by either negligence or lack of care by the contracted residential provider or any hired sub-contractors, staff or residents are the responsibility of the contracted residential provider to repair. Additionally, any damage as a result of improper or untimely maintenance will be the responsibility of the contracted residential provider.
 2. Preventative maintenance is the responsibility of the contracted residential provider (Refer to “Seasonal Maintenance Checklist”).
 3. Any home “modification” is required to have written approval from the landlord, which can be acquired through the office of MCCMH Facility Manager.
 4. All repairs are required to be documented and receipted. All receipts are required for review at the time of annual inspection. All repairs should be completed by a licensed, insured, and qualified contractor.
 5. At the end the lease agreement or provider turnover/replacement, all homes are required to be returned to their original condition minus “normal wear and tear.” MCCMH Facility Manager should be contacted for any questions regarding the responsibility of the property.
- B. The following areas are the responsibility of the MCCMH designated contracted residential providers.
1. Interior
All wall covering, drywall, paint, wallpaper trim, doors, hinges, handles, locks, cabinets, floor covering, furniture, appliances, countertops, showers, toilets, sinks, fixtures, drains, outlets, switches, lighting, smoke detectors, shelves, rods, venting, tile, window locks, window handles, broken glass, mirrors, fire extinguishers, and pest control.
 2. Exterior
All sprinkler systems, landscaping, snow removal, salting, gutter cleaning, gutter drainage, fertilizing, mulch, weed removal, tree removal (under 4” in dia.) trash, broken glass, down spouts, dead foliage, fallen branches, and pest control.

3. Mechanical Systems (*Inspected annually*)
Furnace, air conditioning, hot water tank, water conditioner, filters (air and water), fire suppression, alarm, septic system, and drains blocked as a result of foreign objects (not roots).

If you have any questions regarding the responsibility of the property or repairs, contact the MCCMH Facility's Manager at 586.463.8527.

Provider Signature

Date