

BHA Deferred Maintenance Policy

Adopted by the BHA Board on August 2, 2018

If, during routine annual inspections or any other inspection of property, routine work items are identified but the work items are not detrimental to the health and safety of the residents, then the work item may be considered “deferred”. Examples of such deferred work items may include but not be limited to:

Replacement of countertop
Replacement of worn flooring

The BAHA may choose to defer work items due to budget constraints, man power limitations, or other such factors.

Only the Executive Director can determine if a Maintenance work item may be deferred. If the determination is made to defer a work item, a work order is generated for that item and the item is marked “deferred”. No work item will be deferred if the work is determined necessary for decent, safe and sanitary housing standards.

Deferred maintenance item reports will be reviewed by the Executive Director on a quarterly basis.

The deferred maintenance items will be reviewed prior to capital improvement planning and prior to submission of the budget on an annual basis to determine if the work items need to be grouped and considered for larger modernization projects. Deferred Maintenance work items will be kept in an “open” classification until the work is completed.

The BHA Work Order Procedures Policy outlines the procedures and classifications of all non-deferred work order items generated by the BHA.