



## Appliances and Furnishings

### Background

KTCEA recognizes that basic furnishings and appliances are key to providing comfortable and functional living spaces, and that it may be costly or impractical for staff to bring or move their furniture and appliances to smaller communities.

KTCEA has undertaken to equip its housing units with essential furnishings and appliances.

### Guidelines

As part of its commitment to providing staff with safe, comfortable and affordable housing, KTCEA is committed to providing each unit with major appliances and furnishings.

#	Procedure	Roles & Responsibilities
1.	Housing Units will be equipped with the following appliances 1.1 Refrigerator; 1.2 Stove; 1.3 Washing Machine; 1.4 Clothes Dryer; 1.5 Microwave Oven.	Housing Coordinator, Housing Technician
2.	Housing Units will be equipped with the following furnishings: 2.1 Double Bed.	Housing Coordinator, Housing Technician
3.	A complete inventory of appliances and furnishings will be maintained by the housing coordinator. 3.1 The condition of furniture and appliances will be inspected and documented as part of the pre- and post-occupancy inspections. 3.2 A program to renew or replace furniture and appliances will be established.	Associate Superintendent Facilities & Operations, Housing Coordinator, Housing Technician

### Definitions:

Not Applicable

### References:

Policy 3 – Respectful, Caring and Safe Schools and Workplaces  
Residential Tenancies Act, RSA Alberta

### Procedure Amendments and Updates

The responsibility for updating and amending this procedure rests with the Associate Superintendent Facilities & Operations.