



Condominium Home Owners Association of British Columbia
Leadership, Education and Resources for Strata Owners Across BC

Website: www.choa.bc.ca / Toll-free: 1.877.353.2462

Bulletin: 400-508 (Revised July 2020)

SAMPLE Operations Planning Chart

** The following operations/risk management plan is extracted from an 88 unit strata building that is 10 years old.*

Component	Current Age YRS	Renewal Date	Projected Renewal Cost	Maintenance Cycle	Service Agreement	Budget Allocation	Who schedules the inspection service?	Date Service scheduled	Projected Contingency Expense	Date Service Completed	Contract Renewal Date
Roofing/ Drainage	10	2028	\$250,000	Annual Inspection	ABC Roofing	\$800.00	property manager	Apr-20	\$250,000 - 2028		Annual
Doors/ Windows/ Skylights	10	2035	\$1,800,000	Bi Annual inspection	ABC Engeering	2,000	property manager	Jun-20	\$1,800,000 - 2035		Annual
Sealants & Caulking	10	2020	\$10,000	Every 7 years	ABC Engineering	0	property manager	Jul-20	\$10,000 - 2020		Annual
Decks & Balcony Inspections	10	2022	\$137,000	Annual Inspection	ABC Engineering	\$1,500	property manager	Jun-20	\$137,000-2022		Annual
Surface drainage	10	2040	\$35,000	Annual Clean out	ABC Plumbing	\$1,200	property manager	Sep-20	\$35,000-2040		Annual
Trees	10	2030	\$50,000	Annual Pruning	ABC Arborist	\$1,000	property manager	Aug-20	\$50,000-2030		Annual
Landscaping	10	2030	\$40,000	Landscaping & Irrigation	ABC Landscaping	\$12,000	garden committee	Jun-20	\$40,000-2030		Annual
Gutters	10	2028	\$7,500	Annual Cleaning	ABC Roofing	\$1,500	property manager	May/Oct 2020	\$7,500-2028		Annual
Fire Safety Systems	10	2035	\$185,000	Annual servicing	ABC Fire Prevention	\$5,800	property manager	Nov-20	\$185,000-2035		2023
Elevators	10	2035	\$250,000	Annual	ABC Elevator	\$8,500	property manager	4 X / year	\$250,000-2035		2030
Boilers	10	2025	\$24,000	Annual	ABC Plumbing	\$2,500	property manager	Aug-20	\$24,000-2025		Annual



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Make Up Air Unit & Garage Exhaust	10	2032	\$58,000	Annual	ABC Mechanical	\$2,000	property manager	Jan-20	\$58,000-2032		2021
Hot and Cold Water	10	2045	\$790,000	Bi annual suite inspections	ABC Plumbing	\$3,000	property manager	Jan-21	\$790,000		Annual
Sanitation and Drainage	10	2050		every 3 years minimum	ABC Plumbing	\$0	property manager	20-Mar	\$15,000		on call